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

TOWN BOARD PROCEEDINGS
Minutes #2015-12
June 15, 2015

Supervisor Sheila M. Meegan called the meeting to order at 7:00 P.M. with 30 seconds of silent prayer followed by the Pledge of Allegiance led by Town Attorney John Fenz.

ROLL CALL:	Present -	Sheila M. Meegan	Supervisor
		Eugene P. Hart	Councilman
		William P. Hanley, Jr.	Councilman
	Absent -	None	

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

The meeting was dedicated to the memory of Patricia Frances Murphy and Tom Pilat.

12-A MINUTES TO BE APPROVED

- Motion by Supervisor Meegan, seconded by Councilman Hart, to approve minutes from the June 1, 2015 work session.

  Ayes: All Noes: None Motion Carried

- Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve Minutes #2015-11 of June 1, 2015.

  Ayes: All Noes: None Motion Carried

- Motion by Supervisor Meegan, seconded by Councilman Hart, to approve minutes from the June 9, 2015 bid opening for demolition of premises.

  Ayes: All Noes: None Motion Carried

12-B COMMUNICATIONS

1.	Town Attorney re Planning Bond Resolution – Potential Seneca Place infrastructure improvements	Received and filed.
2.	Town Attorney re Resolution Authorizing Bonding-Road Reconstruction	Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the attached bond resolution authorizing the town to issue serial bonds in the amount of $1,100,000 to cover the balance of the Town Board approved emergency work to be performed on Heather Hill Drive and Pamela Court, noting that $800,000 of current funds remaining from other capital projects is to be applied to the estimated $1,900,000 cost of this work.

12-B COMMUNICATIONS

2. (continued)

On the question, Town Engineer Steven Tanner recommended sidewalks not be redone as part of this project and noted the town ordinance states sidewalk maintenance is the responsibility of the residents. Only those sidewalks damaged by construction will be replaced which could result in approximately five percent.

Councilman Hart commented the sidewalks are generally in good shape and he feels redoing sidewalks would cause unnecessary disruption in the neighborhood. With sidewalks not included in this project, most of the restoration work will be done this year with touch up to take place next year.

Mr. Tanner stated the survey has been done for the Heather Hill Drive and Pamela Court project and engineering is being done at this time. The formal bid will take place on or around July 15th 2015 and a special Town Board meeting may be scheduled to award the bid quickly. Neighbors will be notified of an informational meeting at the senior center at which time the project's drawings and details will be presented. Mr. Tanner added that Theresa Court will be designed but will not be done this year.

A resident of the Heather Hill subdivision commented that he initially thought sidewalks would be done as part of this project. He further questioned if the scope of the project included curb to curb and driveway approaches, how far it will go and if residents can approach and work directly with the contractor on private driveway or sidewalk repairs.

Mr. Tanner responded the project will be curb to curb with driveway approaches and will include Pamela Court and Heather Hill Drive from Reserve Road to Theresa Court. The remainder of Heather Hill Drive to Michael Road will be done with the Theresa Court project scheduled for next spring.

Supervisor Meegan stated sidewalks would have been included only if water work updates were involved. Residents have worked with the contractors in the past and it is an acceptable practice but the town does not get involved.

Another resident of the subdivision asked if repairs can be done on Theresa Court in the meantime.

Highway Superintendent Matthew English responded he will check to see what his department can do to fix some of the damage.

Ayes: All Noes: None Motion Carried

APPENDICES

12-B COMMUNICATIONS

3. Town Engineer re Professional Services Agreement with RKG Associates, Inc.

Received and filed.

4. Town Engineer re Bid Date for Phase 4 Sewer Rehabilitation

Motion by Supervisor Meegan, seconded by Councilman Hart, to set a bid date of July 16, 2015 at 2:00 P.M. for receipt of bids on the Phase 4 Sewer Rehabilitation work in the Town of West Seneca.

Ayes: All Noes: None Motion Carried

5. Town Engineer re Bid Date for Water System Improvement Work

Motion by Supervisor Meegan, seconded by Councilman Hanley, to set a bid date of July 21, 2015 at 1:00 P.M. for Water System Improvement work in the Town of West Seneca.

Ayes: All Noes: None Motion Carried

6. Highway Sup't re Buildings and Grounds Termination and Appointment

Motion by Supervisor Meegan, seconded by Councilman Hart, to terminate part-time seasonal laborer Jacob Hiam effective June 8, 2015; and further, appoint Michael Sherk as part-time seasonal laborer at a rate of $8.75 per hour effective June 16 - August 28, 2015 contingent upon the passing of drug and alcohol testing and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

7. Highway Sup't re Highway Summer Help

Motion by Supervisor Meegan, seconded by Councilman Hanley, to appoint the following part-time seasonal laborers in the Highway Department at a rate of $8.75 per hour effective June 16 - August 28, 2015 contingent upon the passing of drug and alcohol testing: Eric Anderson, Michael Bauer, Travis Chavanne, Eric Darling, James Deppeler, Thomas Gioia, Mitchell Mancuso, Ryan McCoy, Steven Whitlow, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

12-B COMMUNICATIONS

8. Chief Denz re Appointment of William R. Weber as Public Safety Dispatcher, Part-time

Motion by Supervisor Meegan, seconded by Councilman Hart, to appoint William R. Weber as part-time public safety dispatcher effective June 16, 2015 at a rate of $10.95 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

9. Youth Service Coordinator re West Seneca Youth & Recreation Employee Handbook

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve and accept the attached 2015 Youth & Recreation Employee Handbook, noting this handbook sets out policies, procedures and expectations for all summer 2015 employees.

On the question, Youth Service Coordinator Lauren Masset stated this handbook was reviewed by Human Resources and Town Attorney John Fenz.

Ayes: All Noes: None Motion Carried
APPENDICES

10. Youth Service Coordinator re Veterans Day Camp Safety Plan

Motion by Supervisor Meegan, seconded by Councilman Hart, to accept the attached 2015 Veterans Park Day Camp Safety Plan, noting this safety plan addresses the requirements of Subpart 7-2 of the New York State Sanitary Code (7-2.4(c)(1), 7-2.5(n), 7-2.25) and has been reviewed and approved by Town Emergency Manager John Gullo.

Ayes: All Noes: None Motion Carried
APPENDICES

11. Youth Service Coordinator re Bi-Centennial Pool Safety Plan

Motion by Supervisor Meegan, seconded by Councilman Hanley, to accept the attached 2015 Bi-Centennial Pool Safety Plan.

Ayes: All Noes: None Motion Carried
APPENDICES

12-B COMMUNICATIONS

12. Youth Service Coordinator re Pay Rate and Status Change for Dustin Wurster

Motion by Supervisor Meegan, seconded by Councilman Hart, to approve a status change for Dustin Wurster to head lifeguard at a rate of $9.60 per hour effective June 15, 2015 and authorize the Supervisor to sign and complete the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

13. Code Enforcement Officer re Bid award for demolition of buildings

Motion by Supervisor Meegan, seconded by Councilman Hart, to award the bid for demolition of buildings located at 99 Aurora Avenue, 74 Columbia Parkway, 94 Dirkson Avenue, 120 Edson Street, 149 Edson Street and 26 Ludwig Avenue to Hannah Demolition for $35,500 plus asbestos remediation costs, noting only one bid was received for this work.

On the question, Code Enforcement Officer John Gullo stated the cost of demolition will be assessed on the taxes and at this time there are no more buildings requiring demolition. Mr. Gullo added one property may be removed from the list and a mortgage company may be handling one.

Ayes: All Noes: None Motion Carried

14. Town Attorney re Appointment of Robert Rigby to Industrial Park Review Committee

Motion by Supervisor Meegan, seconded by Councilman Hanley, to appoint Robert J. Rigby to serve on the West Seneca Industrial Park Review Committee.

On the question, Town Attorney John Fenz explained the purpose of the Industrial Park Review Committee which is to expedite the Planning Board review process thus making the industrial park more desirable for industrial and manufacturing developers. Mr. Fenz commented the members of this committee are well versed with regard to planning which allows the process to be accelerated.

Ayes: All Noes: None Motion Carried

12-C REPORTS

- Jacqueline A. Felser, Town Clerk's monthly report for May 2015 received and filed.
- John A. Gullo, Code Enforcement Officer's report for May 2015 and plumbing report for May 2015 received and filed.

12-D APPROVAL OF 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 - $270,271.72; Highway Fund - $133,972.65; Special Districts - $21,144.26 (voucher #'s 88911- 89565); Trust & Agency Fund - $45,937.19 (voucher #'s 89524-89558); Capital Fund - $455,227.26

Ayes: All Noes: None Motion Carried

ISSUES OF THE PUBLIC

FIRE PIT ORDINANCE

Charles Lickfeld referred to the town's fire pit ordinance which states offensive or objectionable burning shall be prohibited and expressed his concerns with a neighbor who likes to burn fires in his back yard. Mr. Lickfeld called the police several times one night in particular, but the fire continued all night. He also contacted Winchester Fire Company who said they will handle the fire if the police can't.

Code Enforcement Officer John Gullo stated a resident can be cited if a fire is offensive or obtrusive. Mr. Gullo noted the Code Enforcement Office is the enforcement agent for this ordinance and he will send a letter to this neighbor to inform them they are in violation.

Chief Denz stated he will investigate the incident.

BEECHWOOD ROAD AND MILL ROAD REPAIRS

Beverly Leising referred to the Beechwood Road and Mill Road repairs and thought the work was supposed to start on June 1st.

Highway Superintendent Matthew English responded Mill Road repairs will begin when Beechwood Road is done and a tentative start date is August 17th.

Town Attorney John Fenz stated at the request of Town Engineer Steven Tanner, he will be contacting the contractor for the Beechwood Road project to discuss scheduling concerns.

TOWN BOARD MAKEUP

Beverly Leising asked if the town has always had a supervisor and multiple board members and Supervisor Meegan responded they have. Mrs. Leising further complimented Supervisor Meegan on a recent newspaper article where she credited the entire board for their accomplishments.

ISSUES OF THE PUBLIC

INDUSTRIAL PARK REVIEW COMMITTEE

Amy Carpenter questioned how many members are on the Industrial Park Review Committee and the length of their appointments.

Town Attorney John Fenz responded there are five members of the committee (Code Enforcement Officer, Fire Inspector, Town Engineer, Planning Board Chairman & one individual appointed by the Town Board) and the Town Board determines their service. The committee has not met for some time, but a proposed project in the industrial park caused a need for the committee to reassemble.

Mrs. Carpenter questioned if there will be meeting minutes and if they will be posted on the town's website.

Mr. Fenz responded the committee will hold a public meeting with appropriate notifications to take place. Rather than minutes, Code Enforcement Officer John Gullo will provide findings from the meeting with a recommendation to be presented to the Town Board.

PLANNING BOND RESOLUTION

Amy Carpenter referred to Communications Item #1 that was skipped and asked the intention of the planning bond resolution.

Town Attorney John Fenz explained the planning bond resolution would have authorized the borrowing of bonds to examine the Seneca Place project, noting the Town Board is responsible to conduct studies for potential projects in town. He further explained the process of using bonds to finance these studies.

EMPLOYEE HANDBOOK AND SAFETY PLANS

Susan Kims thanked Youth Services Coordinator Lauren Masset for being the first town department to distribute an employee handbook for the Youth & Recreation Department as well as safety plans for the summer day camp and Bicentennial Pool.

EMPLOYEE DRUG TESTING

Susan Kims referred to modifications to the personnel policy regarding hiring an individual that fails a drug test and questioned why a person who failed a drug test would be hired.

Supervisor Meegan replied the hire is contingent upon passing a drug test.

ISSUES OF THE PUBLIC

EMPLOYEE DRUG TESTING (continued)

Mrs. Kims questioned how long it takes to get results from drug testing.

Highway Superintendent Matthew English responded results are received within 72 hours. He explained the current hiring process and stated individuals hired go for a drug test prior to their first day of work. Employees can begin work prior to results being received, but will be terminated immediately if there is a positive result.

TOWN TREE TRIMMING

Susan Kims questioned whose responsibility it is for trimming trees between the sidewalk and street.

Highway Superintendent Matthew English responded the Highway Department is responsible for these trees and will trim a tree if it hangs ten feet over the sidewalk.

Town Attorney John Fenz stated trees planted between the sidewalk and street are considered within the town right-of-way.

EMPLOYEE TIME CLOCKS AND TIMESHEETS

Susan Kims referred to a discussion at a previous work session concerning employees filling out timesheets. She questioned why an employee would be asked to fill out their own timesheets and if the recently purchased time clocks are being used.

Supervisor Meegan responded the time clocks are in place and being used by blue collar employees in the Highway and Buildings and Grounds departments. Time clock use by white collar employees is being discussed with the labor union. Supervisor Meegan commented on problems with the incorrect time being recorded and noted this will streamline the payroll process.

Councilman Hart commented that an employee filling out their own timesheet is a common practice and stated the timesheet is still reviewed and approved by the department head.

POLICE DEPARTMENT PLAQUE

Frank Boncore questioned the status of the plaque for the Police Department listing those that donated to the police fund.

Councilman Hart referred to his efforts to help get the memorial, noting it was then turned over to the Chief of Police.

ISSUES OF THE PUBLIC

POLICE DEPARTMENT PLAQUE (continued)

Mr. Boncore requested the plaque read "Citizens of West Seneca that donated to the police fund."

Supervisor Meegan suggested this plaque be placed in police dispatch since the funds raised were used to update that area.

HEATHER HILL DRIVE GAS LIGHTS

Frank Boncore referred to gas lights on Heather Hill Drive that were replaced with electric lights with the service fee to continue for five years and questioned the status of this fee.

Supervisor Meegan stated she will check on this and get back to Mr. Boncore.

AMERICORPS SETTLEMENT

Frank Russo expressed his disappointment with the AmeriCorps settlement and thought the amount was insufficient for what was owed.

Supervisor Meegan described the current Town Board's working relationship with AmeriCorps and the importance of this program to sustain themselves. She noted their commitment to the town including their contribution of 40,000 hours for future projects.

Councilman Hart stated the town's auditors looked at AmeriCorps' books and determined they would be out of business if they continued to pay the town. He added there was no guarantee this program would continue to be federally funded.

Town Attorney John Fenz stated the lump sum payment was six figures and it would be imprudent to continue collecting monthly when there was no guarantee AmeriCorps would continue to exist.

Karl Spencer defended the Town Board's decision to settle with AmeriCorps and stated one of the basic financial concepts is the future value of money. Inflation reduces the future value of current dollars so money upfront is better than the promise of future money. Mr. Spencer stated the Town Board followed reasonable financial concepts in addressing the AmeriCorps debt.

ISSUES OF THE PUBLIC

SENECA PLACE PROJECT

Frank Russo commented on dealing with RKG Associates, Inc. on the Seneca Place project.

Councilman Hart replied the Town Board is being very cautious and has only committed to studies for the project. Also, if there is to be any bonding, the voters will decide in a referendum if the town will go forward with the project.

Councilman Hanley noted the developer is required to pay for studies involved in large projects.

SEWER MITIGATION LAWS

Arlene Vogt questioned if the Town Board is aware of the sewer situation when a large project is being built.

Supervisor Meegan responded the board members are very conscientious with regard to the sewer system. Every developer has a responsibility to the sewers and must follow the rules including a 4:1 sewer mitigation fee with each project.

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

FLOHR AVENUE FLOODING

Town Engineer Steven Tanner stated the valve that was ordered for the outlet pipe on Flohr Avenue has come in and can be installed when the water recedes. An outlet structure which allows automatic operation of this valve has been proposed and pricing for this project will be presented to the Town Board following approval of the project by the Department of Environmental Conservation (DEC). Mr. Tanner noted installation of this valve should decrease flooding in this area by 75 percent, but will not eliminate it completely.

UNYTS WEEK

Supervisor Meegan declared June 15th as UNYTS Week and encouraged residents to visit and support the new location at Southgate Plaza.

Councilman Hart noted blood donations collected at UNYTS stay in Western New York and they are also involved in organ donation.

Senior Recreation Therapist of Senior Services Mary Josefiak commented on a community service project with UNYTS currently taking place at the senior center. Senior knitters make baby caps which are given to mothers who choose to make blood and tissue donations following delivery.

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

SUMMER SAFETY TIPS

Code Enforcement Officer John Gullo commented on summer safety tips including keeping pool gates closed and careful handling of fireworks, specifically noting Japanese lanterns are not safe.

SUMMER RECREATION PROGRAMS

Youth Service Coordinator Lauren Masset stated there are four spots remaining for the first week of summer day camp with waiting lists for all other weeks. Youth Theater and Youth Theater Junior are full and registrations are still being taken for swim lessons, Mommy & Me and sports programs. Teen night will take place Friday, June 19th at 7:00PM. Youth Theater is presenting Beauty and the Beast on June 26th and 27th at West Seneca East High School.

Councilman Hart questioned if summer day camp could be expanded in the future.

Ms. Masset responded there is a 50 percent increase over last year and this year will be a trial run to see how the program runs with this many kids.

ADJOURNMENT

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adjourn the meeting at 8:10 P.M.

Ayes: All Noes: None Motion Carried

Jacqueline A. Felser

JACQUELINE A FELSER, TOWN CLERK

At a regular meeting of the Town Board of the Town of West Seneca, in the County of Erie, New York, held at Town Hall, 1250 Union Road, West Seneca New York 14224 on June 15, 2015

PRESENT: Sheila M. Meegan, Supervisor
William P Hanley Jr., Councilman
Eugene P. Hart, Councilman

ABSENT:

The following resolution was offered by Supervisor Meegan, who moved its adoption, seconded by Councilman Hanley, to-wit:

BOND RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WEST SENECA, ERIE COUNTY, NEW YORK (THE "TOWN"), AUTHORIZING ROAD RECONSTRUCTION AND REPAVING IMPROVEMENTS; ESTIMATING THAT THE TOTAL COST THEREOF IS $1,900,000; APPROPRIATING SAID AMOUNTS THEREFOR; AND AUTHORIZING THE ISSUANCE OF $1,100,000 IN SERIAL BONDS OF THE TOWN AND APPLICATION OF $800,000 CURRENT FUNDS TO FINANCE SAID APPROPRIATION

WHEREAS, the Town Board of the Town of West Seneca (the "Town") proposes to authorize the issuance of $1,100,000 in serial bonds of the Town and the application of $800,000 current funds to finance road reconstruction and repaving improvements, as described herein; and

WHEREAS, each of such public improvements and purposes constitutes a "Type II" action under the New York State Environmental Quality Review Act and the regulations promulgated thereunder (6 NYCRR Part 617.5(c)) (collectively, "SEQRA") and therefore no further action need be taken by the Town Board under SEQRA as a pre-condition to the adoption of this resolution.

WHEREAS, the Town Board of the Town now wishes to appropriate funds for the Project and to authorize the issuance of the Town's serial bonds or bond anticipation notes and application of current funds to finance said appropriation.

NOW, THEREFORE, THE TOWN BOARD OF THE TOWN OF WEST SENECA, ERIE COUNTY, NEW YORK HEREBY RESOLVES (by the affirmative vote of not less than two-thirds of all the members of such body), AS FOLLOWS:

SECTION 1. The Town is hereby authorized to undertake and to issue up to $1,100,000 principal amount of serial bonds pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law") to finance the estimated cost of reconstruction and repaving of Town roads, including but not limited to Heather Hill and Pamela Court, and also including the construction or reconstruction of curbs, driveway approaches and any ancillary or related work required in connection therewith. It is hereby determined that the maximum estimated cost of the aforementioned specific objects or purposes is $1,900,000; said amount is hereby appropriated therefor and the plan of financing thereof shall include the issuance of up to $1,100,000 in serial bonds of the Town and any bond anticipation notes issued in anticipation of the sale of such bonds to finance a portion of said appropriation, the application of $800,000 current funds to pay a part of the cost of the project, and the levy and collection of taxes on all the taxable real property in the Town to pay the principal of and interest on said bonds and notes.

SECTION 2. It is hereby determined that the period of probable usefulness for the aforementioned class of objects or purposes described in Section 1 is fifteen (15) years, pursuant to subdivision a.20(c) of Section 11.00 of the Law.

SECTION 3. Current funds are not required to be provided prior to the issuance of the bonds authorized by this resolution or any bond anticipation notes issued in anticipation thereof, pursuant to Section 107.00 d.9. of the Law.

SECTION 4. The temporary use of available funds of the Town, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Law, for the capital purposes described in this resolution. This resolution shall constitute a declaration of "official intent" to reimburse the expenditures as part of the projects described herein with the proceeds of the bonds and bond anticipation notes authorized herein, as required by United States Treasury Regulation Section 1.150-2.

SECTION 5. The final maturity of the bonds herein authorized to be issued shall be in excess of five (5) years measured from the date of issuance of the first serial bond or bond anticipation note issued.

SECTION 6. Each of the serial bonds authorized by this resolution and any bond anticipation notes issued in anticipation of said bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any bond anticipation notes issued in anticipation of said bonds shall be general obligations of the Town, payable as to both principal and interest by a general tax upon all the real property within the Town without legal or constitutional limitation as to rate or amount. The faith and credit of the Town are hereby irrevocably pledged to the punctual payment of the principal and interest on said serial bonds and bond anticipation notes and provisions shall be made annually in the budget of the Town by appropriation for (a) the amortization and redemption of the bonds and bond anticipation notes to mature in such year and (b) the payment of interest to be due and payable in such year.

SECTION 7. Subject to the provisions of this resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said obligations, and of Sections 21.00, 50.00, 54.90, 56.00 through 60.00, 62.10 and 63.00 of the Law, the powers and duties of the Town Board relative to authorizing bond anticipation notes and prescribing the terms, form and contents as to the sale and issuance of bonds herein authorized, including without limitation the determination of whether to issue bonds having substantially level or declining debt service and all matters related thereto, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, are hereby delegated to the Town Supervisor, the chief fiscal officer of the Town (the "Town Supervisor"). Further, pursuant to subdivision b. of Section 11.00 of the Law, in the event that bonds to be issued for one or more of the objects or purposes authorized by this resolution are combined for sale, pursuant to subdivision c. of Section 57.00 of the Law, with bonds to be issued for one or more objects or purposes authorized by other resolutions of the Town Board, then the power of the Town Board to determine the "weighted average period of probable usefulness" (within the meaning of subdivision a. of Section 11.00 of the Law) for such combined objects or purposes is hereby delegated to the Town Supervisor, as the chief fiscal officer of the Town.

SECTION 8. The Town Supervisor is hereby further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution and any notes issued in anticipation thereof, as excludable from gross income for Federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

SECTION 9. The Town Supervisor is further authorized to enter into continuing disclosure undertakings with or for the benefit of the initial purchaser of the bonds or notes in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 10. The intent of this resolution is to give the Town Supervisor sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid serial bonds or bond anticipation notes without resorting to further action of this Town Board.

SECTION 11. Pursuant to subdivision b. of Section 35.00 of the Law, this resolution is subject to a permissive referendum in the manner prescribed by Article Seven of the Town Law of the State of New York (the "Town Law"). The Town Clerk is hereby authorized and directed, within ten (10) days after the date of adoption of this resolution, to post and publish a notice satisfying the requirements of Section 90 of the Town Law, which shall set forth the date of adoption of this resolution, shall contain an abstract hereof, and shall specify that this resolution was adopted subject to a permissive referendum. Such notice shall be published in the official newspaper of the Town for such purpose.

SECTION 12. This resolution shall take effect thirty (30) days after the date of its adoption or, if within such thirty (30) day period there is filed with the Town Clerk a petition subscribed and acknowledged by the number of qualified electors of the Town required by Section 91 of the Town Law and in the manner specified in such Section, until approved by the affirmative vote of a majority of such qualified electors voting on a proposition for its approval. As soon as reasonably possible after the date that this resolution takes effect, the Town Clerk is hereby authorized and directed to cause a copy of this resolution to be published in full in the official newspaper of the Town for such purpose, together with a notice of the Town Clerk in substantially the form provided in Section 81.00 of the Law.

SECTION 13. The validity of the bonds authorized by this resolution and of any bond anticipation notes issued in anticipation of said bonds may be contested only if:

(a) such obligations are authorized for an object or purpose for which the Town is not authorized to expend money; or

(b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or

(c) such obligations are authorized in violation of the provisions of the constitution.

The following vote was taken and recorded in the public or open session of said meeting:

AYES: All NAYS: None

This resolution shall take effect immediately.

STATE OF NEW YORK)
COUNTY OF ERIE) S.S.:

I, the undersigned Clerk of the Town of West Seneca, DO HEREBY CERTIFY as follows:

1. I am the duly qualified and acting Clerk of the Town of West Seneca, Erie County, New York (the "Town") and the custodian of the records of the Town, including the minutes of the proceedings of the Town Board, and am duly authorized to execute this certificate.

2. A regular meeting of the Town Board of the Town of West Seneca, Erie County, State of New York, was held on June 15, 2015, and Minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of meetings of said Board.

3. Attached hereto is a true and correct copy of a board resolution duly adopted at a meeting of the Town Board held on June 15, 2015 and entitled:

> BOND RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WEST SENECA, ERIE COUNTY, NEW YORK (THE "TOWN"), AUTHORIZING ROAD RECONSTRUCTION AND REPAVING IMPROVEMENTS; ESTIMATING THAT THE TOTAL COST THEREOF IS $1,900,000; APPROPRIATING SAID AMOUNTS THEREFOR; AND AUTHORIZING THE ISSUANCE OF $1,100,000 IN SERIAL BONDS OF THE TOWN AND APPLICATION OF $800,000 CURRENT FUNDS TO FINANCE SAID APPROPRIATION

4. That said meeting was duly convened and held and that said resolution was duly adopted in all respects in accordance with the law and regulations of the Town. To the extent required by law or said regulations, due and proper notice of said meeting was given. A legal quorum of members of the Town Board was present throughout said meeting, and a legally sufficient number of members (2/3 of the Town Board) voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under the law, said regulations, or otherwise, incident to said meeting and the adoption of the resolution, including the publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

5. Public Notice of the time and place of said Meeting was duly posted and duly given to the public and the news media in accordance with the Open Meetings Law, constituting Chapter 511 of the Laws of 1976 of the State of New York, and that all members of said Board had due notice of said Meeting and that the Meeting was in all respects duly held and a quorum was present and acted throughout.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of the Town of West Seneca this 16th day of June, 2015.

[SEAL]

Jacqueline A. Felser

Jacqueline A. Felser, Town Clerk

Summer Staff Manual

West Seneca Youth & Recreation

2015

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Chain of Command

Town Supervisor
Sheila Meegan

Town Board
Eugene Hart and William Hanley

Director of Recreation

Youth Service Coordinator
Lauren Masset

Recreation Supervisor
Michael Talluto

Aquatics Director
Nathaniel Osmond

Lead Playgrounds Arts & Crafts Attendant
Jillian Piniewski

Recreation Attendants

Lifeguards

Important Phone Numbers

Recreation Office:

Phone: **674-6086** Fax: **675-5106**
Kiwanis Youth Center
50 Legion Parkway
West Seneca, NY 14224
Email: recdept1@twsny.org

WS Police or Fire: **674-2280 or 911**

Child Abuse Hotline: **1-800-342-3720**

WS Animal Control: **823-2988**

Poison Control: **878-7654**

General Guidelines

Operating Principles

- The Department will offer integrity, honesty, mutual respect and an absence of intimidation in all interactions.
- The Department will attempt to be insightful and focused upon the recreational needs of the community
- The Department will continue to promote a communication flow which will permit it to make continuous upgrades as needed, based on input and feedback.
- The Department will attempt to make decisions based on the efficient use of available resources.

Employment At- will

The employment relationship is "at-will employment", which means employment and compensation may be terminated at any time with or without cause, notice or liability by the employee or the Town. Moreover, regardless of anything contained in the handbook and regardless of any custom or practice, the Town makes no promises and remains free to change policies, benefits, and all other working conditions without having to consult anyone or obtain anyone's agreement. Just as any employee has the right to terminate his/her employment for any reason, the employer retains the absolute power to discharge anyone at any time, with or without cause, and without prior notice.

The policies, procedures, benefits, and information described in this handbook do not constitute, and are not intended to constitute an employment contract or to be, a promise of future or

continued employment with the Town. Information in this handbook does not create a contract of employment and is subject to may be modification as needed by the Town with or without advance notice. The Town reserves the right to establish and to change an employee's wages, hours, benefits, and working conditions and to discipline or discharge any employee with or without notice. In addition, the Town reserves the right to change an employee's wages and will provide employees with advance notice of any such change in accordance with the law. No supervisor or other representative of the Town (except the Board) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Equal Employment Opportunity

It is the policy of the Town to provide equal employment opportunity in all employment practices without regard to race, color, citizenship status, religion, gender (including pregnancy), national origin, ancestry, age, physical or mental disability, domestic victim status, sexual orientation, marital status, military status, or any other characteristic protected by law, ordinance or regulation. Harassment on the basis of any of the categories identified above or any other characteristic protected by law is strictly prohibited. Our policy not to discriminate extends to all personnel actions, including: recruiting, hiring, training, treatment on the job, performance appraisals, promotion, demotion, transfer, pay, termination, and other conditions of employment. Any decision with regard to the employment relationship shall be reached solely on the basis of an individual's ability, performance, responsibility, and other bona fide work-related criteria. These characteristics and any others protected by law will also apply to our policies on harassment and accommodation.

The Town also will not tolerate retaliation against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The Town also complies with the Genetic Information Non-discrimination Act of 2008 ("GINA"). GINA prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask all employees not to provide any genetic information when responding to a request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assisted reproductive services.

All members of management and managers are expected to support and abide by this policy without reservation.

Harassment Prevention Policy

We have a zero tolerance policy for harassment or discrimination of any employee by a manager, employee, visitor or the representatives of other businesses with whom you interact as part of your job. Again, this applies to any classifications protected by federal, state and local laws or ordinances.

The purpose of this policy is not to regulate personal morality within the Town, but to ensure that all employees are free from harassment or discrimination on the basis of sex, race, gender or any other basis. For example, while it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mail, text message or voice mail and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile work environment.

Other types of harassment are identified as verbal or physical conduct that denigrates or shows hostility toward another because of his/her race, color, religion, gender, national origin, age, marital status, sexual orientation, veteran status, military characteristic or disability or any other characteristic protected by law. As with sexual harassment, this conduct is prohibited and must be reported immediately. Because it is difficult to define harassment, employees are expected to behave at all times in a professional and respectful manner. All such conduct listed above is unacceptable in the workplace and in any work- related settings such as business trips and business related social functions, regardless of whether the conduct is engaged in by a manager, co-worker, client, customer, vendor or other third party.

We want everyone to know that submission to unwelcome sexual conduct or any form of harassment is NOT a term or condition of your employment.

Anyone who believes that he or she has been subjected to harassment from a member of management, co-worker, vendor, or other third party must bring the matter to their manager, or any other member of management.
The Town understands that these matters can be extremely sensitive, and will keep all employee complaints and communications (such as interviews or witness statements) in strict confidence to the extent possible. The Town will not tolerate retaliation (adverse actions) against any employee who complains of harassment or provides information in connection with such a complaint. Engaging in prohibited retaliation may result in discipline, up to and including immediate termination.

Accommodation Policy

It is the policy of the Town of West Seneca to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws

concerning the employment of persons with disabilities. The Town prohibits discrimination against qualified individuals with disabilities in all aspects of employment including, but not limited to, hiring, advancement, discharge, compensation, and training.

The Town's commitment to this policy includes making reasonable accommodations to persons with disabilities unless doing so would pose an undue hardship on the Town. Any employee who desires a reasonable accommodation to perform the essential functions of his or her job must notify Human Resources in writing.

Cell Phones

The following policy outlines the use of personal cellular phones, or other internet capable electronic devices while at work. The purpose of this policy is to promote a safe and productive work environment that is not disrupted by the distraction of a cell phone or other electronic device. **Personal cell phones are never to be used while working for the Recreation Department.**

If caught using your phone the below discipline may occur.

- First Offense – Verbal reprimand
- Second offense – Written reprimand and sent home immediately
- Third offense – Discipline and can lead to termination

Certain staff will be designated to have their cellphones with them to use in case of emergencies.

Child Protection Policy

The Recreation Department of West Seneca, in an effort to create a safe environment for its participants and employees, has created a child protection policy. Child Abuse and sexual misconduct are a reality. The purpose of this policy is to protect the children in our community. It is also to create an environment to deter individuals who look to do harm. Lastly, it is to protect individuals and the town from liability.

Please refer to the Veterans Park Day Camp Safety Manual for reporting policy and procedures.

Discipline Policy for Participants & Staff

With the Mission in mind, the following guidelines have been developed for discipline. At no time will the department tolerate violence or inappropriate behavior towards staff or other participants. This includes, but is not limited to:

Verbal Abuse
Swearing
Inappropriate Language
Hitting
Pinching
Biting
Kicking
Spitting
Bullying

Bullying is defined as aggressive behavior that is intentional and that involves in imbalance of power. Bullying can be direct (i.e. name calling, hitting, pushing, etc.) or indirect (i.e. social exclusion, spreading of rumors, cyber bullying, etc.)

Violence, inappropriate behaviors and/or bullying will not be tolerated and may result in disciplinary action up to and including termination from the program.

In the event that a discipline situation arises with a participant the guidelines below will be implemented. However if at any time the safety of others (mental or physical), the individual may be terminated from the program without prior notice.

- Verbal Warning – A participant will be given a verbal warning to not continue the action initiating the situation. Parents should be made aware verbally of the issue, what was done regarding the situation and of our policy.
- Written Warning – Upon second violation, a participant and their parent will be given a written warning of the action, what was done regarding the situation and our policy.
- Suspension or Termination from program – Upon third violation, a participant will be suspend or terminated from the program or from the recreation department for a determined length of time as to the discretion of the supervisor and Director of Recreation. A refund will be issued on a pro-rated basis.

Employee Confidentiality

The Recreation Department's mission is to provide through a competent, committed staff and supportive community, diversified recreational programs which will meet the needs of our residents.

Definition of Confidentiality:
Trust or faith in a person. A trusting relationship. A feeling of assurance, entrust with the confidence of another.

Employees understand that in their capacity as an employee of West Seneca Recreation, they may have the opportunity to become aware of confidential information or actions concerning the participants, staff, and operations of this organization. Anything learned or experienced during interactions which may be considered private and sensitive, or privileged information must be held in strict confidence. Employees agree that they will not share protected information, nor divulge identifying information regarding the participants, staff, or operations of WSREC or relation individuals or entities with anyone other than the Director of the Recreation Department.

Failure to comply with confidentiality expectations may result in immediate termination of my relationship with WSREC.

Payroll & Timesheets

Timesheets

- Timesheets are to be passed out by your immediate supervisor or can be picked up at the Recreation Office. Work periods begin on a Sunday end two weeks later on Saturday.
- While printing clearly , fill in time sheet accurately, add lunch break if necessary, sign, date and turn into Recreation Office located at 50 Legion Parkway
- Directors and supervisors are to review the time sheets prior to turning them into Recreation Department.
- Late timesheets will delay your paycheck.
- Timesheets that are not filled out correctly will delay your paycheck.

Actual Hours

- Since time sheets are due on Friday, you must anticipate the hours for remainder of the pay period. If there is a change, please call the Recreation Department immediately to have time adjusted.
- Staff is to put actual hours worked. If you are given time off for lunch, you are not paid for that time.
- In the event the weather conditions or low enrollment, staff may be sent home early.
- In the event of travel you are not paid to your first destination within the town for travel but if you must travel during your work day, mileage should be kept and it is considered work time.

Paychecks

- All staff: The following week after time sheets are turned in paychecks will be mailed if you cannot pick it up at the Recreation Office on Thursday. You should receive it on Friday. If so desired, direct deposit is available.

Public Relations

You, as a member of the Recreation staff team, are the most important public relations tool. Our entire program and the department itself, is often based on one contact with you. Please make sure when you are dealing with our participants (the public), you are professional both verbally and in written communications.

Often, we use facilities that are not town property (i.e. Schools). It is important that we operate as guests to foster the relationship to continue utilizing the facilities and run our programs.

Also, there may be times when your program is highlighted by the department for the newspaper. If you have suggestions on possible subject interest for the papers, please contact your supervisor.

NOTE: Permission is required by parents in order to use child's photograph.

West Seneca Recreation Concerns

If a staff member has a concern regarding a program, participant, another staff member, director, etc. and they do not feel comfortable coming to talk in person to the Director of Recreation they can use the confidential email address, recdept1@twsny.org, to express their concern.

Day Camp

Code of Conduct for Employees

- At NO time during the program may a staff person be alone with a single child where others cannot observe them. Staff should space themselves in a way that other staff can see them.
- Staff shall never leave children unsupervised
- Restroom supervision
  - Staff will make sure the restroom is not occupied by suspicious or unknown person before allowing children to use the facilities.
  - Staff will stand in the doorway wile children are using the restroom
  - If staff are assisting young children, the door must remain open and another staff must be present
  - No child regardless of age should ever enter a bathroom, alone on a field trip.
  - Always take/send children to the bathroom in pairs.

Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.

- Staff will be observant each day for any abnormal changes to appearances and behavior. Questions or comments will be addressed to the Director of Recreation. Any questionable marks or responses will be documented.
- Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff must appear clean, neat, and appropriately dressed.
- Staff CAN NOT wear their staff shirts or ID's outside of work.
- Using, possessing, or being under the influence of alcohol, tobacco, or illegal drugs during the work hours is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment are prohibited.
- Staff will portray a positive role model for our participants.
- Staff is not to transport children in their own vehicles.
- Staff may not date any program participants.
- Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file).

I understand that any violation of this code of conduct will result in discipline, up to and including termination.

Curriculum

Day camp curriculum will consist of passive activities, swimming, field trips, and other various onsite activities.

Safety

The Town aims to provide a safe and healthy workplace for all employees and participants. We support a workplace that is comfortable and secure for employees as well as participants. Therefore, it is important to follow procedures for safeguarding staff and participants. Safety is everyone's responsibility.

Health forms/Registration Information

- Every participant in your program must be registered. It is your responsibility to review your roster prior to the program and be aware of any medical alerts.
- Make sure all of the staff you are working with are aware of any medical alerts.
- If you have any questions call the office for clarification.
- Incident/Accident reports must be filled out at the time of the incident/accident and turning into the office immediately.
- Day Camp Health Forms must travel with you on all field trips.

Incident/ Accident Reports

- Incident/Accident reports must be filled out at the time of the incident/ accident and turned into the office immediately.
- Incident/ accident reports must be filled out in pen neatly.
- Incidents are anything involving verbal conflict, discipline, equipment damage, etc.
- Accidents are anything that involved providing any type of first aid, including applying a band aid.
- NOTE – the form for accident/incident is the same.
- Dealing with the public – It is imperative that you in NO way tell the injured person or his family that the town or the town's insurance Town will take care of their injuries. The report is for information purposes only. The public should contact the Recreation Office for further clarification.

Hand Washing

- All staff and program participants will follow these guidelines and procedures at all times to eliminate and minimize the transmission of infectious disease and to prevent allergic reactions from occurring.
- Hands must be washed:
    - After using the bathroom
    - **Before and after meals, snacks, or preparing food**

- After blowing nose
- After touching personally contaminated objects
- After removing disposable gloves
- After contact with blood or body fluids
- Everyone will use soap and warm water to wash their hands

Violent Weather

Lighting Storm

- In the event of a lighting storm staff should be cognizant of impending weather conditions and should plan to be in a safe environment.
- Safe environments include inside a building, bus, or automobile.
- Avoid: Metal objects (fences, pipes, bicycles, etc…) Tall lone trees, open structures like picnic shelters, water, beaches, and open fields.

If you area caught in an open area and you see/hear lighting keep moving towards safety (building, bus, etc…) until the time when the book of thunder and the flash of lightning is only 30 seconds apart. At this point spread the group 50 feet apart from one another, have everyone sit with their legs crossed, and their elbows on their knees, and their chin in their hands. This is the lighting position. Everyone must stay in the position until 30 minutes have passed with out any thunder and lighting. If possible slide on insulating material just as a life jacket, rubber/foam pad, etc.

Tornadoes

- Tornado warning indicates a tornado has been sighted and you need to seek shelter immediately. Avoid windows, doors and outside walls. Find a building with a basement/lowest level of the interior. If no shelter is nearby, lie flat in the nearest lowest place such as a ditch, culver, or ravine, and cover your head.

Program Standards

Attendance

- All staff should have an attendance form for each program
- Accurate attendance should be taken each class
- Only registered and paid participants may participate
- Contact the office with any questions regarding to registration
- Staff will be held accountable if participants are found in the program and were not registered

Facility Space & Maintenance

- Contact the recreation office if there are any maintenance issues with the facility space of your program
- Make sure you program is in a safe area (do your 360).
- Survey the space every class to evaluate conditions including broken fence, glass, sharp corners, etc. Please place any unsafe items in the proper trash receptacle

Arrival & Dismissal

- All programs have scheduled starting and ending times. Please be sure to adhere to these.
- Any changes must go through the Recreation Department
- Permits for facilities must be carried with you each day
- No participants should enter the program area until a staff person is there.
- Participants should not be dropped off but escorted in by parents.
- Supervision is not available prior to or after times of the program and children should not be left waiting for parents. In the event that the parents are late, the supervisor should call the parents immediately.
- Children should not be released to a parent or guardian if they appear to be intoxicated or under the influence of drugs. If this situation occurs, contact your supervisor and the emergency contact on the participant's roster, and the police if the situation escalates or you feel threatened.

Orientation for Participants

- Introduction- of staff and relevant experience
- Welcome parents
- Go over Emergency Procedure (exits, phone, bathrooms)
- Describe program (go over dates, times, content, goals)
- Describe behavior standards expected of participants
- Take any questions

Program/Activity Structure

- Participants should receive a balance of instruction (90%) and game/free time (10%), both of which should be fun for them!
- Make adjustments according to weather (i.e. heat, etc.)
- Program content should be age appropriate so children achieve success rather than frustration.

Program Equipment

- Staff is responsible for obtaining all necessary equipment to run the program through the Recreation Department
- Proper maintenance, inventory and return of the equipment to the Recreation Department is the responsibility of the staff who signed the equipment out.

Staff Standards

Staff Evaluation

Staff will be evaluated by their supervisors using the staff evaluation form at the end of the program. These evaluations will be kept in their personal files. Please review the form so you are aware what you will be evaluated on. Staff should be aware that these forms will influence decisions to rehire/terminate staff. Each evaluation must be reviewed and signed by the staff member and supervisor.

Staff Dismissal Policy

The following generally may be used when evaluating employee performance that would lead to dismissal. However, all employment with the Recreation Department is employment-at-will. This Handbook is not a contract and should not be construed as such.

The Town may terminate this employment at any time and for any reason, with or without cause.

- The immediate supervisor shall observe performance
  - A –If there is a question regarding the employee's performance the immediate supercar will discuss with the employee the deficiency and suggest what can be done to improve.
  - B – This employee shall be informed of the steps of the policy at this point
- The employee's performance does not improve:
  - A –Immediate supervisor will notify the next level of supervision, which would then begin directly supervising of that individual.
  - B – That supervisor shall meet with the employee. At this meeting the supervisor will discuss ways of improving.
- The employee's performance still does not meet standard expected:
  - A – The Recreation Director will meet with employee
  - B – The Director will discuss the shortcomings and methods to improve
- The employee's performance still does not meet standard expected:
  - A – The employee shall be dismissed

Staff will be issued a discipline form & it will be placed in their file.

Internet Policy

- Staff members may not take pictures of participants and post them on any social media or networking program. Staff members cannot post derogatory pictures of themselves wearing their staff shirts or nametag on any social media or networking program on the internet.
- Staff may not friend participants on any social networking site while employed by the Town of West Seneca.
- If a staff member is caught doing any of the above it is grounds for immediate dismissal.

Dress Code

Recreation, by nature, may require staff to be dressed to fully participate or direct the program. However, we expect staff to be dressed neat to positively represent the department. The way you dress sends a message that is received by many including staff, supervisors, participants, parents, and the public.

- Staff shirts are required at all times. Jeans, shorts, or pants should be worn with the staff shirt. No cut offs allowed.
- Staff must wear appropriate footwear for their program.
- Lifeguards must wear guard uniforms (shirt) regardless of the heat.

Media
Any questions by media (newspaper, etc.) are to be directed to the Director of Recreation. The Director is the spokesperson for the department.

Staff Attendance

Dependability, attendance, punctuality, and commitment are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours, and to report to work on time.

- Staff is expected to be ready to begin working at the start of their shift, tardiness is not acceptable.
- If you need to have the day off due to illness, please call the Recreation Office at 674-6086. In the event no one is available, please call the Recreation Director.
- The first time a staff person is late to work they will be given verbal warning
- The second time they will receive a written warning
- The third time they will receive a written reprimand and job termination may occur

Bi-Centennial Pool

Staff Responsibilities

Lifeguards
As a member of the Town of West Seneca Aquatic Staff for the summer of 2015, it is expected that you will bring commitment and competence to your job each and every day. Your position involves much more than just getting a paycheck. You will be counted upon to be mentally and physically prepared to do your very best at all times. By accepting this position, you are also accepting an obligation to fulfill all of the duties associated with it, and to continually update all necessary skills and knowledge. Lifeguards must properly follow rotation and know where in the rotation they are at all times.

Lifeguards primary responsibility is the safety and wellbeing of all patrons of the facility. You are to supervise the use of the pool and guest activities in and around the pool area including the pool deck as well as, all areas enclosed by the fence. While on-duty you are to be scanning the water within your zone of surveillance quickly and effectively. At all times lifeguards must enforce all posted rules and regulations, as well as state and local health laws.

Lifeguards who are off-duty will operate the front window, utilizing the cash register as well as assist with any patron needs. While at the front window staff should act professional, courteous and attentive.

You will be expected to accept assignments willingly, and respond to all incidents promptly and effectively. You are expected to take initiative, be resourceful, and take your job seriously. Cooperation with other guards in team efforts and adherence to the rules and regulations are important to the successful operation of the facility. You are expected to be courteous and

consistent. You must be kind and polite to everyone and enforce the rule firmly and uniformly. It is therefore necessary that you are familiar with each rule and regulation.

Head Guards

In addition to the above, head guards assist the pool supervisor with managing and maintaining the facility. They are to keep order of the facility with both patrons and staff, delegate duties to roving and off duty guards, ensure rotation is being followed properly, address any staffing issues, open & close the facility including closing out the register and recording daily revenue.

Head guards are the "assistant" to the supervisor and are in charge of the facility while the supervisor is away from the pools. When the supervisor is present, they will rely on the head guards for smooth operation and report any issues or incidents to the supervisor.

Pool Supervisor:

The Pool Supervisor is in charge of all facility operation and works in collaboration with the Youth & Recreation Director. You will answer and deal with all questions and concerns from both staff and patrons and refer them to the proper places to get the appropriate answer, if one cannot be given. The pool supervisor is responsible for creating and maintaining a schedule, oversee all programs including swimming lessons and open swim, delegating roles properly, ensure all staff is abiding by their responsibilities, maintain and safe or orderly environment.

Attendance

Scheduling

There will be a master schedule stating who is working what shift as well as in what pool. In addition to a master schedule, each staff member will get a copy of their shifts through the entirety of swim lessons. Once swim lessons are over, a new schedule will be generated. You are expected to show up on time and ready to work with a positive attitude. Depending on the number of guests, the supervisor or head guards may release any staff if attendance is low. This will be voluntarily based. If it is expected that you will be late for your shift, you must contact the pool supervisor, or head lifeguards as soon as possible. If tardiness becomes habitual, you will be written up along with being released for the day. If any further issues arise your employment can be subject to termination.

Absences

In the event you cannot work a scheduled shift, absence requests must be submitted to the pool supervisor at least 5 days prior to the date(s) needed. The head guards or pool supervisor are the only staff who can post shifts on the dry erase board and make changes in the master schedule. Lifeguards must first submit an absence request form for approval from the pool supervisor prior to finding coverage. Once approved, your shift will be posted on the board for someone to claim IN ADDITION to you attempting to find coverage for your shift. When coverage is found, notify the supervising staff to make the required changes to the master schedule. When you are unable to report to a scheduled shift, it is necessary that you find your own replacement.

There will be no excuses for not finding a replacement, and it is your responsibility.

If a situation arises on the day of a shift which will keep you from reporting, or if coverage cannot be found, it will be handled on an individual basis with the supervising lifeguard.

Breaks

If you work 6 hours or less, you are permitted a ½ hour break. Over 6 hours you must take an hour break. This break can be divided into 2 half hours or if rotation permitting a full hour. You may not leave the facility without permission from a supervising lifeguard, and when permission is granted, no more than two people may be away from the grounds at a time. Leaving the facility is a privilege, not a right. If you do not return to the facility with the agreed upon time, this privilege can be revoked. Both your co-workers and the public need to feel they can depend on you. When you leave you must note it on your time card along with your return time.

Rotation

There will be two separate rotations, and you must adhere to the one in which you are scheduled. There will be no "swapping" rotations.

Main Pool

There are 7 positions the guards will rotate through.

- Chairs 1-5
- A roving/secondary guard
- Off-duty guard at the front window

Spray Pool

There are 4 positions the guards will rotate through.

- Chair 1 & 2
- A roving/secondary guard
- Off-duty guard at the front window

Each position is 20 minutes in length. When positioned in a lifeguard chair your attentiveness to the patrons in the water is first and foremost. The roving/secondary guard is responsible for monitoring the number of patrons, performing routine checks to make sure all patrons on/around the pool deck are abiding by all rules as well as respond to any first-aid or secondary duties. While roving you do not have to be out on the deck the entire time, however you must be ready to respond to an emergency therefore the roving guard is not permitted to be at the front window until relieved from the roving position unless you are the roving guard for the spray pool.

Operational Items

You will be required to wear the suit and staff shirt and whistle that you were issued while you are working. Shirts that have been altered will not be tolerated. If you do not have your full uniform on you will be sent home and will not be permitted to return without it. **The use of any electronics as well as anything that will distract you from your duties is strictly forbidden while on duty, this includes working the front window.**

Day to day operations is heavily dependent on weather conditions. In the event of inclement weather or if at any time conditions become unsafe for patrons and staff, the pools will be closed. If the pool becomes unclear to the point where the drains on the bottom of the deep end are not visible due to weather or pool conditions, the pool will be shut down until the weather clears, or until the problem can be addressed by Buildings & Grounds. If thunder is heard and confirmed by supervisory staff, the facility will be shut down for at least 30 minutes per occurrence; if lightning is visible and confirmed by supervisory staff, the facility will be shut down for one hour per occurrence.

While working at the front window it is vital that you understand all regulations of the Town Pool, as you will be asked by the patrons what is permitted at the facility. If at any time you are unsure of something, ask another staff member for assistance before answering the patron's questions. You should never answer I don't know to any patron so please seek out the proper help before answering; the patron will appreciate your help!

Finally, it is important that you must be aware of the legal implications of your job. You and you alone are responsible for your actions and also for the failure to act properly. The Recreation Department reserves the rights to drug test any of its employees if you appear to be under the influence or suspected of being under the influence during work hours. If you have any questions regarding the operation of the facility or how to handle a certain situation, it is important that you seek out your answers from the chain of command.

Remember that you are a representative of the Town of West Seneca and a local government employee. The tax payers are who fund the operation of the pool, as well as your paycheck. Working for local government, it is essential that you maintain professionalism AT ALL TIMES WHILE ON THE CLOCK AND/OR IN UNIFORM. When you put your uniform on, you are representing the Town of West Seneca and all of its affiliates. Please do not put yourself in a position to jeopardize yourself, your fellow employees of the Town of West Seneca, or the Town of West Seneca itself.

Playground/Sports Camp

Work Hours

Dependability, attendance, punctuality, and commitment are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours, and to report to work on time.

1. Be prompt.....Activities start at 10:00 AM and **do not end** until 2:00pm on Monday – Friday
3. On Rainy Days – **Call** the Recreation Office at 10 AM, 12 Noon, and 2 PM to keep the office up to date as to the opening and closing of your playground. **You must stay** at the playground **ALL DAY** in the event of rain.
4. At **NO time,** is the playground to be left unattended when it is open. (This includes the times when the playground is vacant.)

Registration and Attendance

Register all participants using the registration forms. **Take attendance each day** to determine the number of different participants in your program. Record names and compile daily total at the end of the week. Turn in attendance and registration figures at every staff meeting. Have adults and children sign in every time they come to the playground. i.e. If they come down 3 times they should sign in 3 times.

Staff Meeting

All playground leaders will meet every Friday at 2:30 PM at the Youth Center to discuss problems, programs, field trips, and special events. At this time, turn in weekly forms and arts and crafts money.

Discipline and Community Relations

When you have a discipline problem be tactful but firm. In severe cases refer the situation to the Recreation Director in person. Be pleasant with neighbors and parents. If there are questions or criticisms that you cannot handle, refer them to the Recreation Office.

Equipment

You are supplied with a varied assortment of athletic equipment. Keep a tight inventory check on all gear. In case of broken or damaged equipment, you may pick up replacements at times craft supplies are available.

Accident Reports

In case of accident or injury at work sites, if certified by ARC administer First Aid, call rescue squad 911 (if necessary) notify parents or emergency contact and record injury on Accident Report forms provided. Complete form accurately and turn into Recreation Office on the same day. Never advise anyone that the Town of West Seneca will pay medical expenses incurred by accidents/

Behavior and Appearance

You represent the Recreation Department and the Town of West Seneca. Your appearance, attitude and behavior will be directly reflected upon all Town employees. We expect you to wear your staff shirt every day, shorts or slacks in a clean and appealing state. Under no circumstances will profanity, use of intoxicants or smoking on any Recreation Area be tolerated. Maintain discipline and order with a firm but steady hand. Do not allow horse play, Hazardous sports (Tackle Football), bare feet or unsafe play. Once you receive your staff shirt you must wear it every day or you will be sent home. Violation of the policy may result in disciplinary action up to and including discharge.

Absence

In case of sickness, please call the office at 674-6086 or 558-3223 at 9:00am and leave a message. Employees are not permitted to leave the playground during their working hours.

Playground Leaders Safety Checklist

An important part of a Playground Supervisor's duties concerns the safety of the children using the playground and equipment. You must recognize unsafe situations and correct them immediately. If they cannot be immediately corrected, you must take them out of the use or limit their use by the children. This checklist can help you to identify the major types of unsafe equipment problems.

Listed below and on the attached page, are some tips and points for you to remember when you conduct your daily inspection, and when supervising children at play. Use this as a guide. When possible correct the problem immediately, if not contact the office or your supervisor so that the problem can be corrected.

CHECK FOR:

- Any loose nuts, bolts and clamps
- Broken, bent or damaged hangers, hooks, frames, connections and suspensions
- Any protruding bolts and screws; apply tape to these protrusions
- Rusted end worn parts
- Poorly oiled parts, splinters in wooden equipment
- Landing pits which need refilling
- Wear around equipment supports
- Broken glass and other litter; clean and remove

DURING USAGE:

- Be sure children use equipment that is safe and appropriate for their age group. (i.e., preschoolers should use low slides)
- Do not use wet equipment, dry it before use
- Do not let too many children on one piece of equipment

You can and must prevent accidents!!! Early morning and afternoon inspection of apparatus, and a clean playground are the first steps. Secondly, enforcement of rules for the safe use of apparatus, plus alert supervision results in a sharp decline in accident rate.

**Where two leaders are assigned, one leader is to patrol while the other organizes and leads activities on the playground.

SWINGS:

The greatest number of accidents might occur on the swings!

1. Do not permit pushing of unoccupied swings.
2. Do not permit more than one child on a swing.

3. Do not permit twisting or swinging sideways.
4. Do not permit running, chasing, or playing between and around the swings.
5. Do not permit swinging too high.
6. Do not permit shortening the swings by throwing them over frames.

SLIDES:

1. Prevent standing up on the slides.
2. Prevent putting babies on slides.
3. Prevent forcing anyone to slide.
4. Prevent pushing person at top of stairway.
5. Prevent coming down backwards.
6. Prevent climbing up slides.

SEE-SAWS:

1. Teach children not to jump off.
2. Teach children to care for partner.
3. Teach children not to stand or walk on see-saws.

GENERAL:

1. Keep the children from running into street after balls.
2. Do not permit bicycles or other vehicles to be ridden on playground.
3. Do not use apparatus when slippery from rain.
4. Prohibit throwing of stones, etc.
5. Do not leave broken glass, bottles, nails, etc., on grounds. Clean up immediately..
6. Dogs must not be in the playground area.
7. Smoking is not permitted in the presence of children

TENNIS:

1. Check for glass, paper, or other debris.
2. Check for holes, large cracks, peeling of resurfacing materials.
3. Lines – look for erosion around the outside of the paved area.
4. Check to see that nets are in place, and not in need of repair.
5. Check net posts – ratchets, heaving of concrete.

VETERANS PARK DAY CAMP

SAFETY PLAN 2015

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I. PERSONNEL

A. Chain of Command

The Chain of Command establishes an order of succession of responsibility/authority which becomes particularly important when key staff is unavailable or unable to perform their assigned duties/responsibilities.

This staffing plan presents a structure for adequate supervision of children. It is the clearest form, showing all positions with lines of accountability drawn.

West Seneca Tax Payers

West Seneca Town Board (Supervisor Meegan, Councilman Hart, Councilman Hanley)

Recreation Director/Youth Service Coordinator

Day Camp Director (Lauren Masset) & Health Director (John Gullo)

Day Camp Assistant Director (Lauren Smith) and Pool Supervisor (Nate Osmond)

Camp Program Coordinator (Mike Talluto)

Camp Counselors

Lifeguards / Bus Drivers

Assistant Camp Counselors

In the absence of the Camp Director the Assistant Director will assume the Camp Director's responsibilities.

B. Job Descriptions

Title: **Camp Director – Both On/Off Site**
Minimum Qualifications

- Associates Degree
- At least 21 years of age
- 24 weeks of previous administrative or supervisory experience in camping or programming.
- Notification from the Department of Social Services State Central Register of Abuse and Maltreatment that the Director has not been subject of an investigation report; and the submission of a form entitled Prospective Children's Camp Director certified statement relative to the conviction of the existence of a pending criminal action

Responsible To: West Seneca Town Board
General Responsibility: To plan, direct, oversee and supervise all facilities, programs, and employees within the camp operation.
Specific Duties:

Maintain all camp facilities:

- Complete pre-season inspection of all camp facilities.
- Schedule the maintenance and repairs of camp facilities prior to the opening of camp.
- Ensure the maintenance and repair of the camp facility by the Parks Dept.
- Inventory, inspect and order all the necessary camp equipment for safety.
- Review applications from prospective employees. Interview; hire; verify all references, qualifications and certifications; and send letters of agreement to all hired employees.
- Arrange for staff/counselor coverage upon absences from work.
- Organize and direct staff/counselor orientation program. Review camp written plan in detail.
- Supervise camp staff - provide positive feedback, constructive criticism, discipline, and termination (if necessary) to employees.
- Designee for Camp Program Director On-Site
- Complete all State of New York Health Department applications/materials and request. Interpret and communicate sanitary code to all employees and follow through on all requirements.
- Complete pre-inspection and in-season inspection of camp with State Health Inspector.

Program:

- Plan and oversee camp program with Camp Program Director
- Assist with scheduling of programs with Camp Program Director and Camp Program Coordinator
- Program Director - activity schedule
- Assign and review rainy day and special event planning.
- Handle camper problems, discipline, parent needs.
- Prepare camp applications.
- Recruit campers via mailings to past campers, flyers, newspaper announcements.
- Collect camper fees.
- Identify camper health conditions to Camp Nurse
- Approve campership requests

- Funding/Finance
- Obtain grants for camp maintenance, repairs and equipment.
- Solicit funds for camperships.
- Manage and balance camp operating budget.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Camp Program Director - On Site

Minimum Certifications:

- Valid certification in CPR and First Aid.
- Training and experience in organizing, directing and supervising youth programs.
- Staff member, at least (21) years of age, with (3) years of prior program experience.
- Ability to supervise staff and counselors.
- Ability to schedule programs and staff.
- Ability to teach a variety of activities to staff and campers of all ages.
- Desire and ability to work with children outdoors.
- Ability to communicate with supervisor, peers, campers, and parents.
- Ability to accept guidance and supervision.
- Good character, integrity, and ability to adapt to camp settings.
- Enthusiasm, flexibility, sense of humor, patience, and self-control.

Responsible To: Camp Director
General Responsibility: To plan, direct, implement and supervise the daily camp program.
Specific Duties:

- Participate in pre-camp maintenance program. Prepare and set-up all camp facilities and
- program areas.
- Schedule entire camp program - include daily program schedule, times, special events and program staff needed to direct and supervise programs.
- Select camp staff, conduct staff/counselor interviews.
- Conduct staff orientation. Teach program staff and counselors their role and responsibilities. Review the entire camp safety plan.
- Conduct camper orientation program. Review camp safety plan, rules and regulations, and procedures to be followed in case of an emergency.
- Assign Counselors to campers.
- Designee for Off-Site Medical Director
- Daily inspection of water supply.
- Organize Special Events.
- Supervise Camp program Staff and Counselors.
- Hold staff/counselor meetings to communicate problems, needs, etc.
- Discipline campers - Provide support to counselors and contact parents.

- Provide supervision of campers. Make sure adequate supervision exists with proper
- ratios at all times.
- Provide in-season camp maintenance.
- Order any needed camp equipment and supplies..
- Evaluate current session and make recommendations for equipment, supplies, and programs for the following season.
- Schedule daily activities.
- **Responsible to open and close camp each day - first one to arrive and last one to leave.**
- Inspect daily the condition of the park for any potentially dangerous situations. Report such to Camp Director.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Camp Program Coordinator

Minimum Certifications:

- Valid certification in CPR and First Aid.
- Training and experience in organizing, directing and supervising youth programs.
- Staff member, at least (18) years of age, with prior program experience.
- Ability to supervise counselors.
- Ability to coordinate programs as scheduled by the Camp Program Director
- Ability to teach a variety of activities to staff and campers of all ages.
- Desire and ability to work with children outdoors.
- Ability to communicate with supervisor, peers, campers and parents.
- Ability to accept guidance and supervision.
- Good character, integrity and ability to adapt to camp settings.
- Enthusiasm, flexibility, sense of humor, patience and self-control.

Responsible To: Camp Director, Camp Program Director, Medical Director

General Responsibility: To implement and supervise the daily camp program.

Specific Duties:

- Participate in pre-camp maintenance program. Prepare and set-up all camp facilities and program areas.
- Understand and coordinate the daily program schedule, times, special events laid out by the Program Director
- Conduct staff orientation with the Camp Program Director.
- Conduct camper orientation program with Camp Program Director.
- Review camp safety plan, rules and regulations, and procedures to be followed in case of an emergency.
- Assign counselors to campers with Camp Program Director.
- Assist with Special Events.
- Supervise Camp Counselors.
- Assist with counselor meetings to communicate problems, needs, etc.

- Discipline campers - Provide support to counselors and contact parents.
- Provide supervision of campers. Make sure adequate supervision exists with proper ratios at all times.
- Designee for Camp Program Director when not on site
  - Provide in-season camp maintenance.
  - Keep daily log of any medical services provided to campers or staff.
  - Order any needed camp equipment and supplies through the Camp Program Director.
  - Evaluate current session and make recommendations for equipment, supplies, and programs for the following season.
  - **Responsible to open and close camp - first one to arrive and last one to leave.**
  - Inspect daily the condition of the park for any potentially dangerous situations. Report such to Camp Director or Camp Program Director.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Camp Medical Director - Off-Site
Minimum Qualifications:

- A current certificate in Responding to Emergencies First Aid issued by the American Red Cross, or a current certificate in first aid issued by a certifying agency determined by the State Commissioner of Health.
- Valid certification in CPR.
- Be at least 21 years of age.
- Licensed Practical Nurse or EMT.
- Training and experience in administering first aid procedures.
- Ability to supervise staff in emergency situations.
- Desire and ability to work with youth outdoors.
- Ability to communicate effectively with supervisors, peers, and campers.
- Ability to accept guidance and supervision.
- Good character, integrity, and ability to adapt to camp settings.
- Enthusiasm, sense of humor, patience, and self-control.
- Ability and willingness to communicate with parents and emergency personnel outside of camp.

Responsible To: Camp Director and Camp Program Director
General Responsibility: To plan and direct, operation of the infirmary and all medical procedures. Provide all the necessary first aid to our staff and campers.
Specific Duties:

- Inventory and inspect any existing supplies and equipment. Replace or repair when needed.
- Reorder supplies through Camp Director when supplies are low.
- Clean and set up infirmary area during pre-camp maintenance period.
- Assist staff with pre-camp maintenance of infirmary.
- Teach staff/counselors their roles and responsibilities in first aid procedures during staff orientation, including procedures to follow for child abuse.
- Teach campers their roles and responsibilities in first aid procedures during camper

orientation.

- Inspect first aid equipment daily. Report any problems to Camp Director/Camp
- Program Director.
- Review all camper confidential medical histories and address restrictions and special
- needs with their counselors and staff.
- Provide first aid procedures as required.
- Assist camp counselors with health surveillance of campers.
- Meet with staff and counselors to review medical procedures, problems, etc.
- Review medical plan and make recommendations.
- Available by page during camp operating hours.
- The Camp Program Director is the designee when the Medical Director is not on site
- Respond to any allegations of child abuse.
- Identification of and provisions for medical, nursing, and emergency medical services.
- Identify plan for the administering of any medications.
- Ensure that procedures are followed by all counselors and staff in regards to the universal precautions for blood pathogens.
- Report all illness and injuries, including camper abuse/allegations to the permit-issuing official with 24 hours.
- Supervise sanitation procedures.
- Post all emergency numbers and procedures by phone.

Camp Counselor
Minimum Requirements:

- Be at least (18) years of age.
- Certified in Child CPR and First Aid
- Have experience in the supervision of children.
- Have participated in camp orientation program.
- Have completed application and interview process.
- Desire and ability to work with children outdoors.
- Ability to communicate with campers, staff, peers, and parents.
- Ability to accept guidance and supervision.
- Good character, integrity and ability to adapt to camp settings.
- Enthusiasm, sense of humor, patience, and self-control.

Responsible To: Camp Program Director and Camp Program Coordinator
General Responsibility: To provide our campers with a positive, safe and fun experience, implementation of the camp programs and to provide our campers with quality supervision.
Specific Duties:

- Select and welcome campers into your group.
- Take daily attendance, and at the end of each activity.
- Communicate daily program schedule to campers.
- Support and assist staff members at scheduled activities.
- Supervise campers and know the whereabouts of your campers at all times.

- Communicate and enforce camp rules and procedures with your campers.
- Discipline campers when needed in a positive, appropriate manner. Communicate difficulties with staff, camp directors.
- Encourage your campers to try everything. Be Positive.
- Organize your lunch time with your campers.
- Lead your campers in planned activities.
- Make sure all of your campers are accounted for throughout the day.
- Evaluate current season and make recommendations for equipment, supplies and programs for the following season.
- Build camper assets.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Assistant Camp Counselor
Minimum Qualifications:

- At least 18 years of age.
- Have completed application process.
- Enjoy working with children.
- Ability to communicate with campers and staff.
- Good character, integrity, and ability to adapt to camp setting.
- Enthusiasm, sense of humor, patience and self control.

Responsible To: Camp Program Director and Camp Program Coordinator

General Responsibility:

- To assist the Camp Counselor in performing his/her duties in implementing camp programs.
- To assist the Counselor with the adequate supervision of campers.
- To provide assistance where needed to Program Staff.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

C. **Qualification/Reference Verification**: Each applicant must complete a recreation application. Applications are reviewed/screened by Camp Director. Selected applicants are granted an interview. After completion of all interviews, Camp Director selects the best possible applicants based upon their work experience, camp experience, applications, qualifications, references, and interview. References are conducted by phone. Camp Director verifies certifications by requesting the original certification card from each employee and then places a copy in their personnel file.

II FACILITY OPERATION AND MAINTENANCE

A. **WATER SUPPLY**: Drinking water is supplied by public water and sewer and is available in the Ice Rink, Kiwanis Youth Center, and rest rooms in each building, and in the pool building. In the event that the water supply is interrupted, water would be delivered to the camp by the Buildings & Grounds department

in 5 gallon containers. The rest rooms are on separate systems; therefore one would be in operation if the other fails.

B. **LIGHTNING RISK ASSESSMENT**: In the event of lightning, all camp programs will be immediately suspended. The camp horn will sound and all campers, counselors, and staff will report to the ice rink for camp head count. Camp Program Coordinator will assist with the taking of camper head count. Once all campers are accounted for, rainy day programming will begin. When campers are away from the main building during an electrical storm they will be instructed during the staff/counselor orientation to immediately stop their activity; seek shelter inside the largest building nearby; stay away from telephone, power lines, and tall trees; avoid wire fences, pipes, metal poles, and other good conductors; stay away from vehicles with metal parts and stay several yards apart.

C. **HOUSING OF THE CAMP BASE**: The Camp Base will be provided in the Ice Rink with running water, electricity, and lights. The Coach's Room will be used for the infirmary and storage. On inclement weather days, the camp will still be held inside of the Ice Rink. Restrooms are available within Ice Rink, Kiwanis Center and pool facility.

D. **FOOD PROTECTION**: Each and every morning the Camp Counselors will take attendance and will collect all of the campers' bagged lunches and place them in the refrigerator or designated cooler. Lunches will remain in the refrigerator or cooler until lunch time.

E. **GENERAL OPERATION/MAINTENANCE**: Will be provided by the Town of West Seneca Buildings and Grounds Department. The Camp Counselors and Camp Program Coordinator will report dangerous conditions to the Camp Program Director who will notify the Buildings and Grounds Department. Trash is removed from the immediate camp program area on a daily basis to a dumpster located in the ice rink parking lot. This dumpster is emptied once per week. Garbage cans are located in the main park areas. Counselors are responsible for placing any food waste and other garbage in the cans immediately.

III. FIRE SAFETY PLAN

A. **EVACUATION**: The Camp Program Director and the Camp Program Coordinator will be responsible for the administration of the Camp Fire Safety Plan. In the event of a fire, the fire alarm will be sounded. This will alert the campers/counselors, staff and initiate a fire drill or evacuation sequence. Upon hearing the camp siren all campers/staff/counselors will report to the open field behind the 90 foot baseball diamond. At this time, the counselors will take a head count of his or her groups, and identify to the Camp Program Director all campers accounted for or not. If it is necessary to evacuate the camp, the Camp Program Director will guide the campers/counselors and staff on foot to the Kiwanis Center. Counselors and program staff will keep the campers in single file order, with each group being separated by the counselor in the group above. It will be the responsibility of each counselor to take a periodic head count of his/her campers. Upon reaching the Kiwanis Center, the campers/counselors/staff will assemble by groups and another head count will be taken. The Program Coordinator will make calls to parents and notify them of fire and evacuation.

B. **FIRE PREVENTION**: Prior to the opening of camp each day, the Camp Program Director will inspect the area and remove any potentially dangerous flammable debris and/or materials (gasoline, paint thinners, etc.). These potentially dangerous materials will be removed by the Buildings and Grounds Department. In addition, staff and counselors will be aware of and look for any items campers may have with them (matches, lighter, etc.). If any items are found, items will be taken and locked away. Camp Director will be notified and further action will be taken against the campers if deemed necessary. All camp fire safety equipment (fire extinguisher, fire alarm system, and battery operated smoke detectors) will be inspected monthly by the Camp Program Director. A fire extinguisher with a current inspection tag is located in the building.

C. **ELECTRICAL SAFETY**: The Camp Program Director will inspect the condition of the telephone line during pre-camp inspection and weekly thereafter for any wire damage, exposed boxes, etc. Extension cords will be inspected by the Buildings and Grounds Department.

D. **ALARM SYSTEM & SMOKE DECTECTORS (FIRE ALARM, DETECTION AND REPORTING)**: Battery operated smoke detectors will be located in the Ice Rink. The Camp Program Director will inspect them on a daily basis to make sure the batteries remain charged and that each of these units remains in working condition. In addition, the Camp Program Director will inspect monthly the operation of the camp horn/alarm by completing a sound check. In the event the battery is in need of replacing, he/she will be responsible for the replacement. In the event of a fire, the Camp Program Director, or the staff member who sounded the fire alarm, will call 911 from the phone located in the ice rink, if it is safe; otherwise, a phone at the nearest house will be used. **When calling the Fire Dept., the staff will provide the following information: Name of caller, location of caller, and before hanging up, ask if further information is needed. This information and procedure will be posted at the Ice Rink phone for assistance during these emergency 911 calls. The Camp Director is responsible for reporting area fires to the local health department.**

E. **EXITS, EXIT SIGNS, & EXIT MAINTENANCE**: Century Drive will be the primary evacuation route and can be completed by vehicle or on foot. Exits will be free and clear in the Ice Rink. Exit signs will be posted where necessary. Camp Program Director will be responsible for the maintaining of accessible fire evacuation routes as she is the first to arrive each day to camp.

F. **FIRE DRILLS AND LOGS**: A fire drill will be conducted during the first (48) hours of each camp session under the guidance and direction of the Camp Program Coordinator. The Camp Program Coordinator will record the time and date of these fire drills in the log book.

G. **DRILLS AND TRAINING**: The Camp Director will schedule drills and training. This will include:

- Communication system
- Use of rescue equipment
- First aid practice
- Simulated emergencies

A record will be kept of each date of drill and who participated.

IV. MEDICAL

A. **DESCRIPTION OF HEALTH CENTER**: The camp infirmary is located in the Ice Rink within the Coach's room. It contains one bed for isolation of sick camper, has a lockable medical cabinet for supplies, a desk for Log Book and is supervised by the Camp Program Director.

B. **MEDICAL STORAGE AND ADMINISTRATION OF MEDICATIONS**: Upon arrival at camp, campers, and staff must provide their medications (prescription and nonprescription) to the Camp's Program Coordinator. Sunscreen must be applied to campers prior to arrival each day. Staffers are not permitted to apply sunscreen to campers.

A. **Labeling**: Medications must be checked for the following:
   a. Medications must be in their original containers.
   b. All medications must be clearly labeled with the camper's name.

B. **Prescription Medications**:
   a. Complete name of patient.
   b. Date prescription filled.
   c. Expiration date.
   d. Directions for use/precautions (if any) /storage (if any).
   e. Name and address of dispensing pharmacy.
   f. Authorization form and signature of physician prescribing medication.

C. **Non-prescription medications:**
   a. Complete name of patient
   b. Authorization form, signature of physician and instructions for use.

Medication Storage: Medications are kept in a secure (locked) cabinet in the infirmary and are accessible only to the Camp Program Director/designated staff, except when required to be available to the patient for frequent or emergency use (i.e. Epi-pen prescribed for bee stings, etc.). In the latter case, the camper or counselor assigned to carry the prescribed medication will notify the Camp Program Coordinator or designee when the medication is used. Controlled substances (narcotics) and syringes will be double-locked (i.e. locked in a box, locked in a cabinet, etc.) And stored per product directions (i.e. refrigerated, etc.).

Prescription Medications: Only NYS licensed physicians, nurse practitioners, or physician assistants may prescribe prescription medications and prescriptions must be written for an individual; i.e. not a bulk supply. Therefore, the prescribing of these types of medications does not apply.

Re-packing or re-labeling of prescription medications is prohibited. Change of dosage or the schedule for use of required medications may be made only upon written authorization of the camper's attending physician; or in the case of an emergency, by telephone, with a written confirmation from the prescribing physician.

Administration: Medications will be self-administered by the campers/staff with self-administration witnessed and documented by the camps health personnel or staff designee.

Medication Supervision/Record Keeping:

- The camper will be reminded of the time to take the medication and be read, or read the name of the medication, dosage and other instructions for use, if self-administering the medication.

- Camp Counselor will be instructed during orientation and immediately after camper selection of any medical needs of a camper. It will be the counselor's responsibility to inform the camper of the time in which to take the medication.
- Camper will go to infirmary to self-administer medication under the supervision of the Camp Program Coordinator.
- At the time medication is self-administered or administered, Camp Program Coordinator will verify correct medication is taken by correct person and document administration by noting (in the medical log or recipient's medical record) the names of the recipient, medication, and witness, and the date, time and dosage self-administered/administered
- In the event that a camper's medication is used up, a written note by the Camp Program Coordinator will be sent home with the camper notifying the parents. The parents must then, in writing, notify the Camp Program Director as to whether the camper will still be on medication or of the camper is all done with medication.

C. **UNIVERSAL PRECAUTIONS:** During counselor and staff orientation, the Camp Medical Director will review and describe the A Universal Precautions to be followed concerning communicable diseases and blood borne pathogens. They will be instructed to use protective gloves and CPR masks when handling any first aid with their campers.

The Camp Director will be responsible for the disinfection of contaminated surfaces and the disposal of medical wastes.

D. **ROUTINE DAILY INSPECTION** - Prevention

A. **Program areas**: Prior to opening each day, Program Staff and counselors will respectively inspect their program areas for any potentially dangerous situations, protruding nails, holes, etc. Report any problems to Camp Program Director.

B. **Daily Health Surveillance** - Entire staff and counselors are instructed at our pre-camp training orientation to look for and recognize any signs of abnormal behavior or illness in any of the campers each and every day. Anyone suspected of being ill is brought to the Camp Program Coordinator in the ice rink. Log, infirmary, equipment and procedures are to be reviewed daily by the Program Coordinator and inspected bi-weekly by the Camp Medical Director.

E. **EMERGENCIES / OUTBREAK PROCEDURE**

A. **MINOR INJURIES**- Scrapes, bruises, sunburn - Injured are all brought to the Infirmary for treatment. Counselors will assist with minor first aid by supplying camper with band-aids, cream, cleaning solution, etc.

B. **SMALL, NON-THREATENING INJURIES** – (i.e. twisted ankle, small cuts) Injured are brought to the Infirmary for treatment by Camp Program Director or Coordinator. Parents or designated emergency person will be contacted if necessary.

C. **SERIOUS, THREATENING INJURIES** – (i.e. possible broken bones, significant bleeding) Camp Program Director would be called to the site for immediate first aid. Procedure as stated in below, **IN CASE OF AN EMERGENCY** will be followed.

D. **MRSA is a staph infection which is resistant to antibiotics. If it enters the skin, it can cause infection that may look like a pimple or boil, can be red, swollen, painful, or have pus. The camp**

medical director should be notified immediately if MRSA is suspected and any contact should be avoided.

E. **OUTBREAK /COMMUNICABLE DISEASES** - In the event of an outbreak of a communicable disease, including **MRSA**, all parents would be notified in writing by the Camp Director at the close of camp that day. **All surfaces will be disinfected before opening camp the next day.**

IN CASE OF EMERGENCY

- *Staff 1/Counselor*: DO NOT PANIC! Signal other counselors or staff with verbal call or send for help. Take charge of situation. Follow procedure for rescue and send another counselor or (2) campers to get Camp Medical Director or another staff member for help with first aid procedure.
- *Staff 2/Counselor:* Go to the Ice Rink where phone is located and call rescue squad at 911 if necessary. Find out name and age of victim if possible. Walk to front of ice rink to meet rescue squad.
- *Staff 3/Counselor:* Help Staff 1 at rescue area if needed, and inform Medical Director of emergency.
- *Staff 1/Counselor:* Continue to administer first aid until rescue squad arrives or someone of equal or higher qualifications takes over.
- *Camp Program Director:* Administer all necessary first aid until first aid squad arrives.
- *Staff 1 & Camp Program Director:* Interview witnesses individually and privately. Complete accident report and give to Camp Director. Contact victim's family or relatives.
- *Staff Critique:* As soon as possible, get all staff members together and critique situation.
- *Corrective Action:* If something specific caused the accident, have it taken care of immediately to prevent further injury.

RABIES/ANIMAL BITES

Prevention/Precautions: During both camper and staff/counselor orientations, staff and campers will be instructed and informed of the following in an attempt to eliminate any animal bites and potential rabies exposure:

- Stay away from all wild animals - raccoons, skunks, bats, foxes, woodchucks, etc. These are wild, possibly rabid animals and should be left alone.
- Do not attempt to capture, feed, chase, harm or pet wild animals. Leave all food, snacks, etc. in refrigerator in main building. Cover all food waste, garbage, etc. with a lid or cover.

Medical Actions/Procedures to follow if an individual is bitten at camp:

- Scare away wild animal with loud scream, bang or a blow of your whistle.
- Keep bitten individual still and comfortable. Stop any bleeding.
- Send (2) campers or fellow staff member to find camp Medical Director and bring her to site of bite.
- Call Rescue Squad for transportation of bitten to hospital.
- Call parents of bitten and inform them of bite. Have them meet injured at hospital.
- Camp Program Director will promptly contact the Health Department to report bite and to arrange for post exposure rabies prophylaxes and/or transport of animal specimens to the rabies laboratory. Contact local trapper if the capture of a wild animal is necessary. We would contact Matt English (Superintendent of Highways and Animal Control Officer).
- Camp Program Director will then interview victim and any witnesses to determine:
    - Was the animal provoked (i.e. teased, poked at, etc.)

- How was the animal acting before, during, and after the attack.

- Unless the animal is endangering others, do not attempt capture of the animal until game wardens, police officers, etc. arrive. Request that the head not be excessively damaged during capture so that it can be analyzed at the rabies laboratory.

BATS: Education will be provided to all camp staff and camp attendees about risk of rabies, avoiding exposure and reporting exposure to bats observed outside flying at night, outside flying in daytime, grounded or roosting in camper accessible locations, flying in camper occupied buildings or buildings in close proximity to occupants in the event of known or suspected contact with a bat. A telephone number of a licensed exterminator will be available to exterminate or capture bats as required.

TELEPHONE NUMBERS - POSTED AT PHONE

West Seneca First Aid	911
Southtowns Mercy Hospital	827-2205
Mercy Flight	886-3000
Poison Control	878-7654

F. **CAMPER MEDICAL HISTORY AND SCREENING**: Each camper will be required to submit a completed health form and must have had a complete physical within one year. This physical is provided by the campers own doctor and serves as our medical screening. It is the responsibility of the Town of West Seneca Recreation Department to obtain these records in full detail.

H. **EXISTING HEALTH CONDITIONS / RESTRICTIONS**

The Camp Director reviews the health forms and medical histories of each camper and compares her findings with the camper computer print-out from the office as a check-and-balance system, for identifying recent/current illnesses, injuries, predisposed medical conditions, camper restrictions/limitations, special needs, diets, medications (use of epi pen), treatments, allergies and any other concerns. The Camp Director is responsible for communicating any of the medical
concerns above with his/her counselor upon the selection of campers.

I. **MEDICAL LOG BOOK - REPORTS:**

A written report is to be completed by the Camp Program Director with the help of the staff member or counselor involved, immediately following an incident. Times, actions by various individuals, witness statements and equipment used are to be specified. All incidents are to be recorded in the log book and must include those that:

- Result in death
- Require resuscitation
- Require Referral to a hospital
- Camper illness associated with water quality.

Camp Director or Medical Director will report any of the above to the local Health Department within 24 hours. The Medical Log Book is kept in the top drawer of the desk in the infirmary

CHILD ABUSE – PREVENTING NEGLECT AT CAMP

Prevention:

- Camp Directors will carefully select all camp staff with a face-to-face interview or telephone interview, asking questions about prior employment history, including working with children. We will ask what they consider appropriate discipline. Interview findings will be documented.
- According to Town Code, each new hire will submit to a background screen and drug test that must yield acceptable results. For returning employees, their re-assignment will be based on their performance in previous years, as well as an interview. For new hires, their assignment will be based on their interview and the Town will conduct reference checks.
- During staff orientation, a session of the staff training will be dedicated to Child Abuse. The following will be included in this program: Identification of the physical, behavioral and emotional indicators to look for in a sexually or physically abused child, discussion of Veterans Park Day Camp's policy regarding appropriate touching, displays of affection, vision and explain the proper reporting procedures to be followed in the case of suspected abuse.
- Discourage any one-on-one activities and we will routinely evaluate each staff member. During camper orientation, we will address situations which make campers feel uncomfortable and identify persons they may talk to about their concerns.
- Campers will know and understand hierarchy of individuals with whom they may report a situation. Abused Camper ... Counselor ... Staff ... Camp Director

J. **REPORTING CHILD ABUSE / INJURY AND ILLNESS:**

- Staff and counselors will react to all allegations of child abuse seriously and will report their concerns immediately with the Camp Director.
- Camp Director and reporting staff member will meet with abused camper and complete camp incident report form.
- Camp Director will report concerns/allegations to the proper authorities: Police, parents, Child and Family Services, Health Department, etc.
- Camp Director will follow up allegations with the proper authorities to check on their progress. Illness and Injuries will be appropriately reported in the daily log after the injury/illness has been taken care of according to the Emergency policy.

K. **CAMP SANITATION**: Camp staff and counselors are responsible for the daily inspection of program areas as previously outlined in the general maintenance section. It is the responsibility of each of them to assess these camp areas for cleanliness and safety. Any problems need to be brought to the attention of the Camp Program Director. At the conclusion of lunch, all garbage must be disposed of in a garbage cans provided.

V. ACTIVITY SAFETY AND SUPERVISION

A. **General Supervision**: Adequate Supervision of all campers will be maintained at all times by:

1) Protecting the campers from any unreasonable risk to their health and safety, including physical or sexual abuse
2) Providing visual or verbal communication with campers and their counselors and/or staff at all times
3) Accounting for the campers' whereabouts at all times

4) The Buddy System will be followed throughout camp. The Buddy System check will consist of a visual check by staff and counselors. No camper is ever to be by him/herself in any area of camp.

Upon Arrival to Camp: Campers will be dropped off at the Ice Rink no earlier than 8:45 AM, where counselors and Camp Counselor will be ready to greet them. The Camp Counselor, before taking the campers to the first activity, will take roll each morning. A minimum of 1 to 12 ratio. The Camp Program Coordinator will assist and put campers in age appropriate groups.

Passive Activity & Instructional Periods: The activity schedule will run from 9:15a.m. till 4:00pm according to the daily schedule, which will be posted in the main building. It is the responsibility of each counselor to escort the campers to each of their assigned activities and lead the activity. At times two groups will be paired up with another group to run an activity. At all times, the ratio of counselors to campers will be a minimum of 1:12. It is the responsibility of the Program Coordinator to have equipment ready at each site for the planned daily activities.

Assembly for Departure: At the conclusion of clean up, the campers reassemble at their pick-up area at the Ice Rink. It is the responsibility of the counselors to escort their campers to and from their programs to ice rink. After all campers are accounted for the Camp Program Coordinator will allow children to go home with parents (or other arrangements made by parents).

Ratios: At all times, a minimum ratio of 1 to 12 exists.

Lost Camper Plan: Upon discovering a lost camper or campers the camp horn will sound. All campers and staff must immediately report to their drop-off, pick-up area for a headcount. Camp Program staff will search the camp grounds on foot, while calling the campers name through a megaphone. Staff will go in different directions as assigned by the Camp Program Director. If camper still cannot be found, Camp Program Director will notify local health department, law enforcement agency and the parents of the missing campers.

CAMP DISCIPLINE: The Camp Staff will use a three strike rule when the need for disciplining a camper arises for the breaking of camp rules that are reviewed at camper orientation. The three-strike rule consists of: 1. Warning of violation. 2. Time-out and a discussion of difficulty with his/her counselor. 3. Camper is brought to the Ice Rink for discussion and disciplinary action from camp staff. If a camper receives three strikes, the Camp Director and parents are notified. If a problem continues, the potential dismissal from camp or mediation exists.

B. **PASSIVE ACTIVITY SUPERVISION** - Each counselor will be assigned to a group of campers, not to exceed 12 campers. They will stay with their group throughout the day, except for lunch. At that time, supervision will be handled by the Program Coordinator and other qualified recreation staff personnel. The ratio at that time will not exceed 1:12.

C. **BETWEEN ACTIVITY SUPERVISION** - Campers will remain with their counselor from one activity to another.

D. **SUPERVISION DURING TRANSPORTATION**
Trip Leader: Camp Program Director or Camp Program Coordinator

Supervision: The counselors, with the support of any Assistant Counselors, will be responsible to supervise the campers throughout the day.

- All campers will be required to wear the same color shirt to assist in supervision on field trips – the shirt is included in their registration fee
- Ratio: 1:10 For campers 6 years and older
- Assist with Buddy System
- Assistant Counselors will assist counselors in supervision
- **Rules and Safety**: All relevant camp rules apply

E. **SUPERVISION IN EMERGENCIES:**

The Program Director and Program Coordinator will ensure proper supervision of campers in the case of an emergency, and will call for immediate support from the Camp Director as needed.

F. **BUDDY SYSTEM:**

The buddy system will be employed throughout camp, as well as when the campers are on field trips. In this system, a camper must choose a buddy for the day. The Buddy System will be the responsibility of the counselor who will assist campers in finding one, a trio may be assigned with odd numbers. This system will be enforced through visual checks by the counselors and staff. No camper is ever to be by himself/herself in any area of camp.

G. **SWIMMING:**

On Site - Two days per week 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.

Supervision: The Lifeguard and counselors, with the support of any Assistant Counselors, will be responsible to supervise at the pool. Town of West Seneca Lifeguards on staff will be designated for Day Camp swimmers

Ratio: 1:8 for campers 6 years and up
1:10 for campers 8 years and up

Buddy System: The Buddy System will be used to check all bathers at the pool. The Lifeguard and Counselors will check all bathers to make sure they enter the water with a buddy, or trio if necessary, and stay within 5 feet of their buddy. On a buddy check, the counselor will call out Buddy Check and buddies are to hold hands over their head. If a buddy is missing, the lifeguards on duty will be notified immediately, and they will take control of the situation.

Rules and Safety: All camp rules apply.

OFF-SITE SWIMMING

On scheduled days campers will be taken on field trips for off site swimming. They will be transported by bus, in their groups with their counselors. The on-site swimming ratio and procedures will be implemented and if the facility we are visiting does not provide a lifeguard we will provide guards.

G. **OUT-OF-CAMP TRIPS**

Field trips will be taken every week to scheduled locations, which have been previously visited by trip leader. Transportation will be provided through West Seneca School District, counselors and trip leader will ride the bus to supervise. All field trips are included in the weekly rate, and therefore all campers will be expected to go. No one will be left at the camp site. Permission slips will be filled out and signed.

Trip Leader: Camp Program Director or Camp Program Coordinator with First Aid & CPR

Supervision: The counselors, with the support of any Assistant Counselors, will be responsible to supervise the campers throughout the day. All campers will be required to wear the same color shirt to assist in supervision on field trips - the shirt is included in their registration fee
Ratio: 1:10 For campers 6 years and older

Program Prerequisite: None

Safety Equipment:
First Aid supplies, medications as directed by the Assistant Camp Director, as well as:

- Coolers for lunches
- Assist with Buddy System
- Assistant Counselors will assist counselors in supervision
- Rules and Safety: All relevant camp rules apply
- Lost Camper Plan - prior to leaving the bus, counselors will be instructed on where to meet the Trip Leader in the event of an emergency. In the event that campers are missing, the counselor supervising that group is to inform authorities immediately and page the Trip Leader. The counselor is then to meet the trip leader at the predetermined sight and give a report. The Trip Leader will communicate with authorities at the location and inform parents.

VI. DAY CAMP ACTIVITIES:

The camp provides general activities in the areas of Arts and Crafts, daily skill challenges, baseball, volleyball, basketball, games, soccer, tennis etc.

A. Arts and Crafts:

The Lead Playground Arts and Crafts Attendant will be responsible for preparing a daily craft for each of the groups that are assigned to the A&C Room during instructional periods. He/she will ask for the assistance of the counselors in completing these projects with their campers.
Ratio: Instructional Period 1:6
Assistant Counselors: Assistant Counselors will travel with their groups and, when scheduled for Arts & Crafts, will assist the campers in completing their projects.
Safety Equipment: No additional safety equipment is required. Smoke detector and fire extinguisher are inspected daily. Infirmary is nearby with first aid supplies.
Participant Prerequisites: None
Rules: All camper rules apply. Instructor will communicate any additional safety precautions that are needed for a special project.

B. Athletic schedule (Daily Organized Sport):

One or more different sports will be scheduled each day - soccer, baseball, softball, tennis, horseshoes, basketball, volleyball, kickball and shuffleboard.

Supervision: The Camp Program Director and Camp Program Coordinator are responsible for organizing daily sports for campers. The counselors will supervise and lead camper participation.

- Ratio: 1:12
- Staff should make sure all campers are busy for the maximum amount of time.
- No campers should be just sitting and watching unless they want to be.
- Counselors cannot release campers to until the period is over.

Safety Equipment: No special safety equipment required, with the exception of baseball and pillow hockey
Participant Prerequisites: None
Rules: All camper rules apply. Any special rules for participation or safety will be described by program director or program coordinator as required.

C. **Organized Games**:

One or more games will be scheduled each day such as scooter races, scavenger hunt, tag, mum ball, capture the flag, and 4 square.

Supervision: The counselors, with the support of any Assistant Counselors, will be responsible to supervise and lead the scheduled game. Ratio: 1:12
Assistant Counselors: If available will assist their counselor.
Safety Equipment: None required. Field inspected daily by Program Director.
Participant Prerequisites: None
Rules and Safety: All camp rules apply.

D. **Passive Activities**:

One or more passive activities will be scheduled each day such as board games, story time, and free time on the outdoor playground.
Supervision: The counselors with the support of any Assistant Counselors will be responsible to supervise and lead the scheduled activity.
Ratio: 1:12
Participant Prerequisite: None
Safety Equipment: None required
Rules and Safety: All camp rules apply

TOWN OF WEST SENECA

TOWN OF WEST SENECA ONLINE EMPLOYMENT APPLICATION

Personal Information

Full Name_____
(Last) (First) (Middle Initial)

Address _____
(Street) (Town) (Zip Code)

Phone #_____
(Home) (Work) (Cell)

Are You At Least 18 Years Old? (Y/N) _____ Are you authorized to work in the USA? (Y/N) _____

Have you previously worked for the Town? _____
(Position) (Dates)

Do you have a valid NYS Driver's License (Y/N)? _____

Are you looking for a position that is: _____Full-time _____Part-time _____Seasonal

Education _____
(Highest Grade Completed or Highest Degree Obtained)

Department Desired (please mark next to any departments for which you are applying.) For certain positions, there are specific certifications that are required.

_____ Highway _____ Building & Grounds _____ Engineering
_____ Recreation _____Clerical _____ Senior Center

*If you are applying for Recreation, please complete the additional *Youth and Recreation Online Application* from the Town's website.

Employment History

Company Name & Address	Position	Dates From/To	Reason for Leaving

I certify that all the answers contained herein are true and complete to the best of my knowledge. I understand that any misleading, incorrect or untruthful statements may render this application void; and if I am employed, would be just cause for termination of employment. My employment is contingent upon acceptable results of a drug screen, background check, and driving history. My employment is also contingent upon providing the Town with required proof of a recent medical physical.

_____ _____
Signature of Applicant Date

TOWN OF WEST SENECA
"PROUD PAST - UNLIMITED FUTURE"

TOWN OF WEST SENECA YOUTH AND RECREATION ONLINE EMPLOYMENT APPLICATION
***This application must be accompanied by the Town's Online Application**

Personal Information
Full Name_____
(Last) (First) (Middle Initial)

Phone #_____
(Home) (Work) (Cell)

Are you looking for a position that is: _____Summer _____Fall _____Winter _____Spring

Position Applying For:	Preferred age to work with:	Availability:
1st Choice: 2nd Choice: Positions Available: Camp Counselor Assistant Camp Counselor Playground Attendant Ice Rink Guard Sports Instructor Aquatics: Swim Instructor/Lifeguard	(please circle all that apply) Ages 2-5 Ages 6-10 Ages 11-13 Ages 14-16 Ages 16+	How many hours per week are you available to work: (Circle One) 5-10 hours 10- 15 hours 15-20 hours 20- 35 hours Start Date: End Date: Vacation Dates:

Special Interests: Indicate special interests in any of the following areas: sports, music, arts and crafts, theater, and or working with children with special needs. Include any organized sports played and leadership experiences.

_____
_____
_____
_____

Describe what you can offer to the Town of West Seneca Youth and Recreation Department

_____
_____
_____
_____

I certify that all the answers contained herein are true and complete to the best of my knowledge. I understand that any misleading, incorrect or untruthful statements may render this application void; and if I am employed, would be just cause for termination of employment.

_____ _____
Signature of Applicant Date

NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Community Environmental Health and Food Protection

Children's Camp Written Plan Checklist

Dear Camp Operator:

Use the following checklist to determine if your written plan addresses the requirements of Subpart 7-2 of the New York State Sanitary Code (7-2.4(c)(1), 7-2.5(n), 7-2.25). Activities not provided by your camp should be checked "N/A" for "Not Applicable." All other items listed, including those already shaded in the "N/A" column, must be addressed in your plan. Please submit the completed checklist with your written plan or plan revision.

Camp Name: | Date: / /

County: | Address:

Required Plan Components	Camp Operator Completes			Local Health Department Remarks	Plan Segment Acceptable	
	Page	Yes	N/A		Yes	No
TABLE OF CONTENTS						
PERSONNEL:						
Chain of Command						
Job Description						
Qualification/Reference Verification						
FACILITY OPERATION:						
Water Supply						
On-Site Sewage Treatment System(s)						
Lightning Risk Assessment						
Transportation						
Housing						
Food Protection						
General Operation/Maintenance						
Waterfront Facility Maintenance						
FIRE SAFETY:						
Evacuation Plans; Assembly Area						
Fire Prevention						
Electrical Safety						
Alarm System & Smoke Detectors						
Fire Extinguishers						
Exits & Exit Signs						
Fire Drills and Log						
Submitted To Local Fire Department						
MEDICAL PLAN:						
Duties of Health Director/Personnel						
Camp Infirmary Description						
Medication Storage/Administration						
Universal Precautions						
Routine Health Care/Surveillance						
Emergency/Outbreak Procedures						
Camper Medical History/Screening						
Existing Health Conditions/Restrictions						
Medical Log						
Illness, Injury & Abuse Reporting						
Camp Sanitation						

Required Plan Components	Camp Operator Completes			Local Health Department Remarks	Plan Segment Acceptable	
	Page	Yes	N/A		Yes	No
ACTIVITIES/SUPERVISION:						
General Supervision; Discipline						
Passive Activity Supervision						
Supervision During Rest/Sleep Time						
Between Activity Supervision						
Supervision During Transportation						
Supervision In Emergencies						
Swimming						
Buddy System						
Off-Site & Wilderness Swimming						
Stream Crossing/Incidental Immersion						
Boating						
Horseback Riding						
Rope/Challenge Course						
Archery						
Riflery						
Out-of-Camp Trips						
Other Activity Plans						
STAFF TRAINING:						
Outline of Curriculum						
Tour of Camp						
Description of Camp Hazards						
Chain of Command						
Supervision and Discipline						
Child Abuse Recognition & Reporting						
First Aid/Emergency Medical Response						
Injury and Illness Reporting						
Buddy System						
Lost Swimmer Plan						
Lost Camper Plan						
Out-of-Camp Trips						
Lightning Plan						
Fire Safety/Fire Drill Procedures						
Camp Evacuation Procedures						
Activity Specific Training						
Training Attendance Documentation						
CAMPER ORIENTATION:						
Outline of Curriculum						
Tour of Camp						
Description of Camp Hazards						
Reporting of Illness & Injury Incidents						
Buddy System						
Lost Camper Plan						
Fire Drills & Evacuation						
Out-of-Camp Trips						
Lightning Plan						
Orientation Attendance Documentation						

Completed by: Camp Operator _____ Date_____	Revisions Added by: Camp Operator _____ Date_____
Local Health Department Reviewed by: _____ Date_____ Approved: Yes No **(circle one)**	Local Health Department Reviewed by: _____ Date_____ Approved: Yes No **(circle one)**

TOWN OF WEST SENECA

Bi-Centennial Pool

Safety Plan

2015

POOL

Bi-Centennial Pool

ADDRESS

50 Legion Parkway West Seneca, NY

SUPERVISING DEPARTMENT

Town of West Seneca Youth and Recreation

I. ORGANIZATION AND MANAGEMENT

A. Chain of Command

1. Lauren J. Masset
2. Nate Osmond
    a. POOL SUPERVISOR
3. Alex Pavlovic, Matthew Skrzypczyk, Dustin Wurster
    a. HEAD LIFEGUARD
4. Instructor Guards
5. Lifeguards

B. Job Duties and Descriptions - General

1. **DIRECTOR OF RECREATION**- Supervises all recreational facilities within the municipality. Directs and supervises all personnel in the operation of the Bi-Centennial Pool.

2. **POOL SUPERVISOR-** Supervise day-to-day operation of Pool including staff, patrons, creates daily staff schedule, maintenance, all rules and regulations and swim lessons.

3. **HEAD GUARDS** - Supervise day-to-day operation of Pool including staff, patrons, maintenance, and all rules and regulations, and swim lessons.

4. **INSTRUCTOR/GUARDS** - Responsible for safe preparation before Lessons. This includes placement of safety equipment. Responsible for teaching Swim Lessons with safety of each student in mind always. Responsible for total awareness of Emergency Procedure and the ability to carry it out calmly, immediately, and thoroughly when necessary.

5. **LIFEGUARDS** - Under the supervision of the Pool Supervisor. Guard the pool area assigned, enforce rules and regulations, perform minor first aid, participate in fitness training, and assist in preparing written reports of accidents.

II. INJURY PREVENTION – LIFEGUARD

A. Daily Inspection will be completed by the pool supervisor, head guards every morning before pool opens. The pool itself will be inspected by Buildings and Grounds every morning.

All lifesaving equipment to make sure it is in place and in good condition. Report any defects to the pool supervisor. If any of these defects cannot be fixed right away the Pool Supervisor will then report this to the director so the equipment can either be repaired or replaced.

1. One rescue tube will be available at each guard station to be carried by guard at all times.
2. The 15' reaching pole is to be placed in the designated spot on the fence in the deep end.
3. The first aid kit is on the wall in the pool house. The mobile Spray Pool First Aid Kit is to be kept on the front table when not in the Spray Pool. The first aid box is to be restocked as necessary. Notify the Department of Recreation when supplies are needed **- WELL IN ADVANCE.**
4. The backboard is to be kept attached to the wall in the center of the pool house with no obstructions in front of it. Pocket masks are all in fanny packs and in the medicine First Aid Cabinet.

B. Enforcement of Rules and Regulations

The lifeguard is to assure that the signs at each entrance, containing the rules and regulations, are in readable condition and complied with.

When a rule is broken:

1. Contact the person breaking the rule -- either contact directly (making sure that coverage of the pool is still being provided) or use whistle -- use one (1) short blast from whistle and point to the offender.
2. Explain the rule that is being broken and give a reason as to why the rule exists.

<u>If the same person continues to break the same rule:</u>

1. Contact the person.
2. Contact Pool Supervisor and explain situation.
3. Pool Supervisor will make decision as to whether or not person should be asked to leave the pool. In the case of a child, the parents will be notified by Pool Supervisor.

BI-CENTENNIAL POOL RULES

1. Only Coast Guard approved life vests are allowed. Parents/Adults are responsible for their child. Parents must be within one arm's length of their child.

2. No food, bottles, or cans on pool deck except plastic water bottles.

3. No weapons of any kind

4. No smoking anywhere inside facility.
5. No flotation devices, floating toys, tubes, or balls.
6. No alcohol
7. No animals
8. No masks, fins, or snorkels
9. No running, pushing, dunking, horseplay, chicken fights, tag.
10. No diving in shallow water.
11. No profanity.
12. No hanging on lane lines or dividers.
13. No chewing gum.
14. No swimming in anything other than a swim suit.
15. No arguing with lifeguards.

DIVING BOARD RULES

1. A guard must always be on duty during use of the board.
2. The diving well is for the use of diving boards only.
3. One person on a diving board at a time.
4. No more than 3 bounces on the board
5. Swimmers may only enter the water off the end of the diving board
6. Once entering the water patrons must swim straight across to ladder. If a patron cannot swim across the deep end, then they may not use the diving boards
7. Jumping off the boards backwards is not permitted. Flips, dives, and twists are allowed.

8. Only one side of boards is permitted at a time.

C. Capacity of Swim Area

The maximum capacity of the Pool is 300 people. This is posted in the back window next to the permit. The lifeguards working the front window should keep track of number of persons in facility. As number gets close to maximum capacity, he/she should inform Pool Supervisor and with his/her instructions not let the pool exceed its limit. When it gets to maximum, no one should be allowed to enter until that number of patrons leave.

D. Conditions that Require Cleaning the Water and/or Closing Pool

1. Thunderstorms - At the first sign of a thunderstorm, the pool and pool area is to be immediately cleared. The pool may be opened after no sign of thunder or lightning for 30 minutes
2. Heavy Rain or Hail – close the pool.
3. Fog - If the swim area is not completely visible, the pool area must be closed for swimming.
4. If the main drain of the pool is not clearly visible, the pool must be closed. (If the bottom is not visible, a swimmer may not be visible). NOTIFY MAINTENANCE so that they can take care of the problem.
5. Inadequate chlorine residual in the pool. A minimum of 0.6 ppm free chlorine is required. Maintenance is to be notified if this is not met and pool is to be close until adequate chlorine levels can be provided. Buildings and grounds checks the pool chemical levels every 2 hours
6. Blood in the water. Blood discharge in the pool poses very little risk to bather health when the pool chlorine level meets the requirements. If blood contamination occurs, immediately test the chlorine level. If the chlorine level is satisfactory, no other action is necessary. If the chlorine level is less than .6ppm, then the pool must be closed until the level is above .6ppm. If there is blood in the pool, notify B&G employee on duty.
7. Feces in the water poses a potential risk of infection to other bathers and should be treated in the following manner:
    1. Clear the Entire Pool
    2. Notify the Buildings & Grounds employee on duty

F. Supervision/Coverage

During a normal pool day there are 12 lifeguards on duty. There are 5 lifeguards in the Big Pool and there are 2 lifeguards in the Spray pool. The lifeguards rotate every 20 minutes from chair to chair and back inside. The spray pool lifeguards rotate every 30 minutes. If the weather is pool the staff may be asked to leave due to the lack of attendance in the pool. Bather capacity is 300 patrons.

1. At no time are there to be fewer than 3 lifeguards on deck at the Pool during open hours.
2. Each lifeguard chair has to have a rescue tube. The life guard needs to hold this tube while they are on that chair.

3. Lifeguards need to wear a first aid hip pack while on chair.
4. Follow Guard Rotation Schedule as assigned by Pool Supervisor: Big Pool: Chair 1> Chair2> Chair 3> Chair 4> Chair 5> Roving> Window> Inside. Spray Pool: Chair 1> Chair 2> Window> Inside
5. Each guard will have a 20 minute break each hour attending to patrons; the other time spent inside the guard house is attending to First Aid or greeting customers at the front window.
6. Each guard will scan back and forth over their area of coverage. This must be done slowly enough to see what each swimmer is doing. If a swimmer goes underwater, the guard should watch until the swimmer surfaces prior to continuing to scan.
7. The guard must not engage in activities that interfere with supervision of the bathers:
   a. Eating is not allowed while on chair.
   b. Patrons must not be allowed in Lifeguard Chair or immediately in front of chair.
   c. Guards should not engage in conversation while on duty.
   d. Guards should not have their cell phone with them while on duty, out on chair or when dealing with the patrons
   e. The walkie-talkies should only be used for official pool business or emergencies
   f. No music or TV should be played on pool deck or chairs

III. EMERGENCY PLAN

A. Communication System

1. Whistle System
   - 1 Short Blast - to get attention of swimmers
   - 2 Short Blasts - to get attention of another guard
   - 3 Short Blasts - Emergency - guard leaving station
   - 1 Long Blast - To clear water
   - 2 Long Blasts - Missing Bather reported - CLEAR WATER

B. Emergency Phone Numbers

1. Telephone for emergency use is located in the Pool House on the desk.

2. The following phone numbers are posted:

Emergency - 911
Recreation - 674-6086
Buildings and Grounds – 674-4850

C. In case of an emergency follow these steps when calling 911

1. Name of caller

2. Type of incident (drowning, Cardiac Arrest, etc.)

3. Required assistance (ambulance, Fire Dept., Police)

4. Pool located at 50 Legion Drive

5. Town Pool phone number: (716) 675-6518

6. Approach route – enter Legion Drive from Union Road. The emergency entrance for vehicles is at the back of the pool

7. Advise that personnel will meet the emergency personnel at emergency entrance

8. Before hanging up, ask if further information is needed

9. Hang up last

D. Bi-Centennial Pool Emergency Procedure (see appendix A)

E. Emergency Action Plan Flow Chart - Multi Staff Facility (see appendix B)

F. Accident/Incident Reports – Accident Report Book

A written report is to be completed by the Pool Supervisor or Head Guard and Lifeguard involved immediately following an incident. Times, actions by various individuals, witness statements, and equipment use are to be specified. All incidents are to be recorded in the log book and must include those that:

- Result in death*
- Require resuscitation*
- Require referral to a hospital*
- Is a bather's illness associated with water quality*
- Any sort of first aid is given, this includes placing band-aids on a child and giving out ice packs

*These items must be reported to the local health department within 24 hours.

The Incident Report Book is kept in the bottom left desk drawer inside the pool house.

G. Epileptic Seizures

1. Any person suffering a seizure in the water who submerges should be transported to a medical facility regardless of apparent recovery.

2. A person suffering a seizure should not be allowed in the water again for the remainder of the day.

H. In-Service

The Pool Supervisor will schedule weekly in-services. These are weekly drills and training Activities, such as:

- communication system
- rotation system
- use of rescue equipment
- physical conditioning
- first aid (including CPR) practice
- simulated emergencies
- Pool Supervisor or other designated head guards are authorized to plan or run drills

I. Pool Chemicals

Chemicals are to be handled by Buildings and Grounds. Lifeguards are not responsible for the management of chemicals. Lifeguards should not enter the Chemical Rooms unless told to by the supervisor to retrieve pool equipment. The chlorine and acid rooms are separate because a combination of acid and chlorine will cause a deadly chlorine gas. **The two chemicals should never be mixed under any circumstance.**

1.) The Chemical rooms must remain locked at all times. Chemical deliveries will be handled by the Chemical Company. **Employees of the Town of West Seneca Bi-Centennial Pool are not to move barrels in and out of the chemical room.**

2.) The Erie County Health department will inspect the pool annually to make sure the pool is conforming to OSHA safety rules.

APPENDIX A

IN CASE OF EMERGENCY DURING OPEN SWIM WITH FULL STAFF:

GUARD 1: At scene: Do not panic! Signal other guards with three long blasts of the whistle as you leave your area or guard chair. (All other guards should clear pool at that time.) Take charge of the situation. Follow rescue and/or First Aid procedure.

GUARD 2: Call 911 if necessary.*Find out name of victim if possible. If the victim is a child, search for the parent or guardian.

*When calling 911, give the following information:

1. Name of caller
2. Location & Phone Number
3. Nature of Emergency
4. Required Assistance
5. Suggested approach route including how to enter facility

6. Location where emergency personnel will be met
7. Ask if they need any additional information
8. Be the last one to hang up the phone
9. Notify Recreation Director immediately.

GUARD 3: Help Guard 1 at rescue area if needed and face mask to victim. Inform assistant guards of emergency.

GUARD 4: Clear pool. Control crowd or swimmers; if possible, move people to grassy area. If there is any problem, ask for help when police arrive.

Inside Guard: Close lock cash register. Get the key for emergency gate from the key ring in the pool house the emergency entrance gate. Control and clear area so rescue truck can get through.

GUARD 1: Continue first aid until 911 arrives.

SUPERVISOR: Perform any necessary duties if staff is limited. Announce emergency and give necessary directions over PA system/Megaphone. Make sure all necessary steps are accomplished.

a) Contact victim's relatives if they are not present.
b) Contact the Recreation Department at 674-6086.
c) Interview witnesses individually and privately.

GUARD 1 & SUPERVISOR: Complete accident report and take to the Recreation Department. Make a copy of the report to be kept on file at the pool house in addition to the copy that has been given to the Recreation Department.

STAFF CRITIQUE: As soon as possible get all staff members together and critique situation.

CORRECTIVE ACTION: If something specific caused the accident, have it taken care of immediately to prevent further injury.

APPENDIX B

IN CASE OF EMERGENCY DURING SWIM LESSONS:

INSTRUCTOR 1: Take charge. Make rescue. Administer First Aid.

INSTRUCTOR 2: Get classes (Instructor 1's class and yours) out of pool. Call 911* and aid in rescue if necessary.

*When calling 911, give the following information:

1. Name of caller
2. Location and Phone Number
3. Nature of Emergency
4. Required Assistance
5. Suggested approach route including how to enter facility
6. Location where emergency personnel will be met
7. Ask if they need any additional information
8. Be the last one to hang up the phone

INSTRUCTORS 3 & 4: Face mask to victim. Clear pool and move all swimmers (including Instructor 1 and 2 classes) to Grassy area.

INSTRUCTOR 5: Open emergency gate.

INSTRUCTOR 1: Continue first aid until Rescue Squad arrives.

POOL SUPERVISOR:

- Oversee all steps.
- Announce emergency and give necessary directions over PA system.
- Contact victim's relatives and Department Recreation at 674-6086.
- Interview witnesses individually and privately.

Instructor 1 & SUPERVISOR: Complete accident report and take to the Recreation Department. Make a copy to be kept on file at the pool house in addition to the one being handed in to the Recreation department.

STAFF CRITIQUE: Get all Instructors together as soon as possible to evaluate situation.

CORRECTIVE ACTION: If something specific caused the accident, have it taken care of immediately to prevent further injury.

APPENDIX C

IN CASE A BATHER IS REPORTED MISSING:

GUARD 1: At scene: Do not panic! Signal other guards with TWO long blasts of the whistle and clear the pool. All guards on deck should scan the pool, especially checking tiled lane lines. Guard 1 should then walk the entire perimeter of the pool to be absolutely sure there is not a victim in the water. If a victim is found, follow rescue and/or First Aid procedure.

SUPERVISOR: As soon as you hear the two long whistle blasts, find out from Guard 1 who reported the missing person. Keep that person with you while the two of you conduct a land search at the same time the guards are conducting a water search. Get a name and description of the missing person. Check all restrooms, storage area, dressing rooms and office area. If the person is still not found, make an announcement over the PA system or use the mega phone. If the person is still not found, call 911 and report the incident. The police should search the area outside the pool fence, not the lifeguard staff. Reopen the

pool when the full staff is back in position.

***If a victim is found, follow rescue and/or First Aid procedure.

GUARD 2: Call 911 if necessary.* Find out name of victim if possible. If parent is present, give him the option of taking victim to doctor or using Rescue Squad.

*When calling 911, give the following information:

1. Name of caller
2. Location & Phone Number
3. Nature of Emergency
4. Required Assistance
5. Suggested approach route including how to enter facility
6. Location where emergency personnel will be met
7. Ask if they need any additional information
8. Be the last one to hang up the phone

GUARD 3: Help Guard 1 at rescue area if needed and face mask to victim. Inform assistant guards and cashier of emergency.

GUARD 4: Clear pool. Control crowd or swimmers; if possible, move people to grass area. If there is any problem, ask for help when police arrive.

Inside Guard: Close area – lock cash register. Get the key for the emergency gate from the key ring in the pool house, unlock the emergency entrance gate. Control and clear area so rescue truck can get through.

GUARD 1: Continue first aid until 911 arrives.

SUPERVISOR: Perform any necessary duties if staff is limited. Announce emergency and give necessary directions over PA system or use the megaphone. Make sure all necessary steps are accomplished.

a) Contact victim's relatives if they are not present.

b) Contact the Recreation Department at 674-6086.

c) Interview witnesses individually and privately.

GUARD 1 & SUPERVISOR: Complete accident report and take to the Recreation Department

STAFF CRITIQUE: As soon as possible get all staff members together and critique situation.

CORRECTIVE ACTION: If something specific caused the accident, have it taken care of immediately to prevent further injury.

APPENDIX D

IN CASE CHLORINE AND ACID ARE MIXED

In the event that chlorine and acid are mixed accidentally, immediately evacuate the pool area to the parking lot and notify the Fire Department. Chlorine gas is heavier than air, so stay upwind and above ground.

GUARD 1 & SUPERVISOR: Complete accident report and take to the Recreation Department

STAFF CRITIQUE: As soon as possible get all staff members together and critique situation.

CORRECTIVE ACTION: If something specific caused the accident, have it taken care of immediately to prevent further injury.

Town of West Seneca
Erie County

Accident Report

Name of person injured _____ Age _____
Address _____ Phone # _____
Location of Accident _____
Date _____ Time _____ am/pm
Nature of Accident _____
_____
Extent of Injury _____
_____
Cause of Accident _____
_____

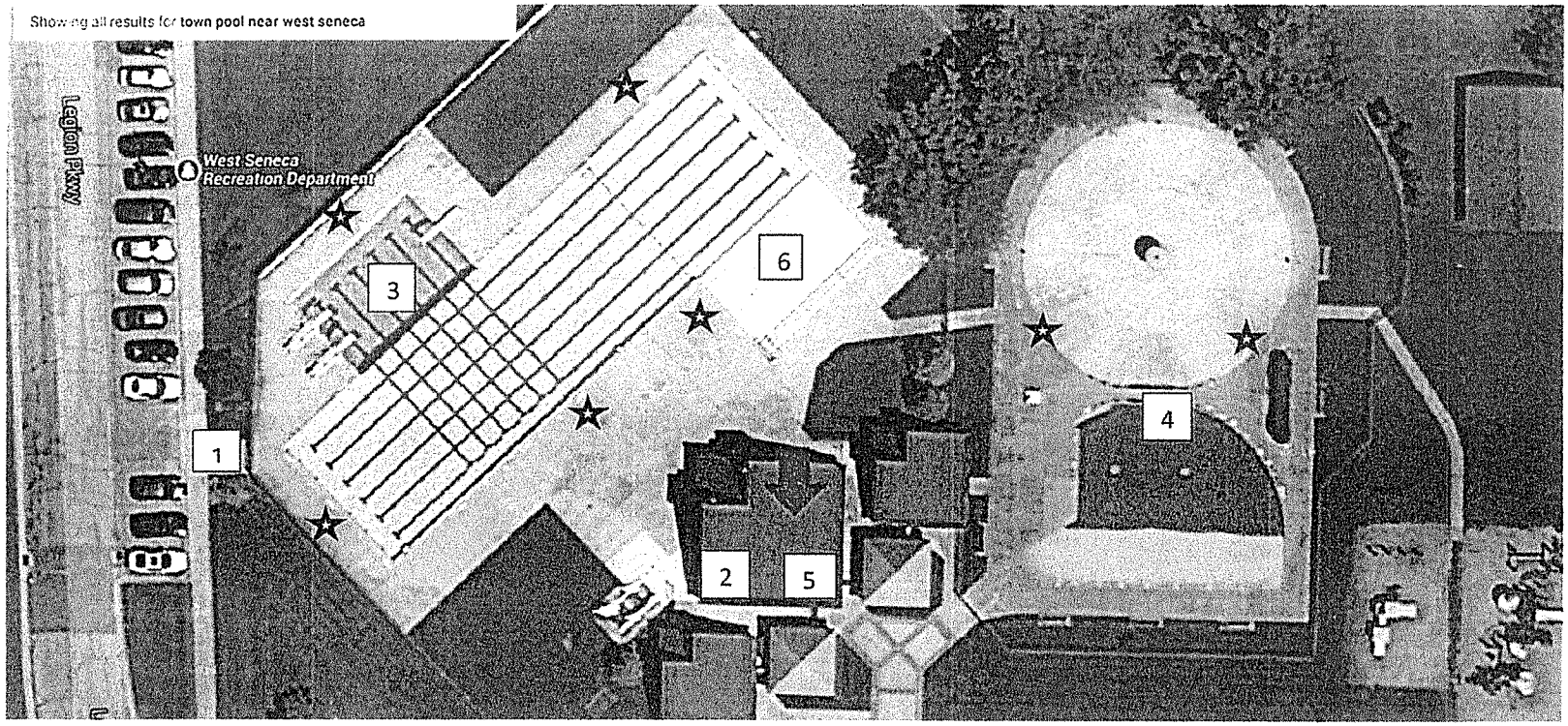
Witness	Address	Phone	Age

What treatment, if any, was given? _____
_____
By whom? _____
Was a physician called? _____ Name _____
Was an ambulance called? _____ Name _____
How was injured transported? _____
Date of injury _____ Date report was made _____

Signature of person filing/making report:

_____

West Seneca Bi-centennial Pool



Key:

1. Emergency Entrance
2. Chemical Room/Pump House
3. Diving Well/Boards
4. Spray Pool
5. Front Window
6. Shallow End with Step Entry

Location of AED and Backboard

Lifeguard Stations

In-service Sign-In Sheet

Date: _____

Name:	Signature: