

19-B COMMUNICATIONS

5. Highway Sup't. re Title change for James Eggert to Sanitation Motor Equipment Operator

Motion by Supervisor Meegan, seconded by Councilman Hart, to terminate James Eggert as Sanitation Laborer and appoint him as Sanitation Motor Equipment Operator at a rate of \$19.64 per hour effective September 29, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

6. Highway Sup't. re Title change for Joel Polino to Sanitation Motor Equipment Operator

Motion by Supervisor Meegan, seconded by Councilman Hart, to terminate Joel Polino as Sanitation Laborer and appoint him as Sanitation Motor Equipment Operator at a rate of \$19.64 per hour effective September 29, 2015 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 Title change for Collin Brown to full-time Sanitation Laborer

Motion by Supervisor Meegan, seconded by Councilman Hart, to terminate Collin Brown as part-time Sanitation Laborer and appoint him as full-time Sanitation Laborer at a rate of \$18.65 per hour effective September 29, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

8. Highway Sup't. re Title change for Timothy Czuprynski to full-time Sanitation Laborer

Motion by Supervisor Meegan, seconded by Councilman Hart, to terminate Timothy Czuprynski as part-time Sanitation Laborer and appoint him as full-time Sanitation Laborer at a rate of \$18.65 per hour effective September 29, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

19-B COMMUNICATIONS

9. Highway Sup't re Title change for Jeffrey Roll to full-time Sanitation Laborer
- Motion by Supervisor Meegan, seconded by Councilman Hart, to terminate Jeffrey Roll as part-time Sanitation Laborer and appoint him as full-time Sanitation Laborer at a rate of \$18.65 per hour effective September 29, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- Ayes: All Noes: None Motion Carried
10. Chief Denz re Purchase of patrol car computer system replacement
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to authorize the purchase of five new mobile data terminal computer systems from Patrol PC, Inc. at the total cost of \$26,745 to replace five current patrol vehicle systems already in service and past their viability, noting the new systems will be purchased from the Asset Seizure Trust Fund #004.0004.0072.
- Ayes: All Noes: None Motion Carried
11. Chief Denz re Purchase of four police vehicles
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to authorize the purchase of four new police vehicles at contract pricing to replace four current police vehicles, noting funding is available through the 2015 police budget.
- Ayes: All Noes: None Motion Carried
12. Senior Recreation Therapist of Sr. Services re Status change for part-time clerk typist G. Busse
- Motion by Supervisor Meegan, seconded by Councilman Hart, to change the status of part-time clerk typist Georgiann Busse to part-time seasonal effective September 21 - October 16, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- Ayes: All Noes: None Motion Carried
13. Youth Service Coordinator re West Seneca Youth and Recreation Fall/Winter Employee Handbook
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to accept the attached Fall/Winter Recreation Employee Handbook, which includes policies, procedures and expectations for employees.
- Ayes: All Noes: None Motion Carried
APPENDICES

19-B COMMUNICATIONS

14. Youth Service Coordinator re Termination of Christopher Ziolkowski as Recreation Attendant
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to terminate Christopher Ziolkowski as Recreation Attendant effective September 29, 2015 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

15. Youth Service Coordinator re General program waiver
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the attached waiver for West Seneca Youth & Recreation program participants.

On the question, Councilman Hart questioned how much protection this will give the town. Town Attorney John Fenz responded it does as much as it can, but it will not exempt the town for things such as gross negligence.

Ayes: All Noes: None Motion Carried
*APPENDICES

16. Youth Service Coordinator re Adult basketball rules
- Motion by Supervisor Meegan, seconded by Councilman Hart, to adopt the attached West Seneca Youth & Recreation Adult Basketball Rules.

Ayes: All Noes: None Motion Carried
APPENDICES

17. Youth Service Coordinator re Ice Rink facility use & recreation skate rules
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the attached West Seneca Youth & Recreation rules for the West Seneca Ice Rink, noting this includes facility and recreation skate rules.

On the question, Councilman Hart questioned if the employees have had training on the rules and regulations. Youth Service Coordinator Lauren Masset responded rink guards will be trained Friday and she will meet with employees to have them sign, confirming their understanding of the rules and policies.

Ayes: All Noes: None Motion Carried
APPENDICES

19-B COMMUNICATIONS

18. Youth Service Coordinator re Ice Rink accident/incident report
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the attached accident/incident form for the West Seneca Ice Rink recreational programs.

Ayes: All Noes: None Motion Carried
APPENDICES

19. Town Engineer re Bid award for asbestos abatement work at Kiwanis Youth Center
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to award the bid for asbestos abatement work at the Kiwanis Youth Center to Caysea Contracting Corporation at their low bid of \$49,800.

On the question, Councilman Hart stated he was concerned that the bid is significantly lower than others and questioned what volume of asbestos will be removed. Town Engineer Steven Tanner stated he checked references and Caysea Contracting does this type of work well and will personally be doing the work rather than subcontracting. Mr. Tanner added asbestos removal will include ground floor tile and mastic down to the concrete, floor tile and mastic from a janitor's closet upstairs and around the exterior of the building down to ground floor levels.

Ayes: All Noes: None Motion Carried

20. Supervisor Meegan re Demonstration in support of WNY Children's Psychiatric Center
- Motion by Supervisor Meegan, seconded by Councilman Hart, to adopt the attached resolution to approve holding a demonstration in support of WNY Children's Psychiatric Center.

On the question, Councilman Hart commented on the high success rate of the West Seneca facility and the importance of this issue. He explained the proposal from NYS Office of Mental Health to consolidate WNY Children's Psychiatric Center (WNYCPC) with the Buffalo Psychiatric Center and relocate high risk children to an adult facility.

Supervisor Meegan stated the Town Board will continue to fight in support of WNYCPC for the children's care and for their families, noting the results have been great and are proven.

Ayes: All Noes: None Motion Carried
APPENDICES

21. Supervisor Meegan re Breast Cancer Awareness month
- Supervisor Meegan recognized October as Breast Cancer Awareness month and read the attached proclamation into the record.

19-C 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 - \$197,064.03; Highway Fund - \$83,752.85; Special Districts - \$4,827.11; Capital Fund - \$710,071.25 (voucher #'s 90597-90970); Trust & Agency Fund - \$35,755.08 (voucher #'s 90867-90885)

Ayes: All

Noes: None

Motion Carried

ISSUES OF THE PUBLIC

DEMOLITION OF ABANDONED HOUSE

Lynn Burgess questioned why the abandoned house at 94 Dirkson Avenue hasn't been demolished. Councilman Hart explained that sometimes when an order of demolition is issued the owners then come forward to fix it. Supervisor Meegan stated she will contact Code Enforcement Officer John Gullo on this issue.

STREET LIGHT ISSUE

Lynn Burgess commented on the issue with street lights being out and stated he contacted NYSEG with addresses and pole numbers, but they have not fixed any of them.

Supervisor Meegan stated she understood NYSEG is having some contractual issues.

Town Engineer Steven Tanner reminded the Town Board of the buyout of streetlights from NYSEG and switching to LED lighting. The bulbs will last longer and the town will have the personnel to maintain them.

Karen Lucachik suggested the town stop paying NYSEG's bill and suggested the citizens contact the Public Service Commission.

SCHOOL SUPPLY DONATIONS

Beverly Leising questioned how many supplies were collected for the school and suggested making it an annual event. Supervisor Meegan stated ten boxes of supplies were delivered to the school.

ISSUES OF THE PUBLIC

FORECLOSED HOUSES

Beverly Leising stated Assemblyman Kearns is doing a great job intimidating the banks regarding absentee and foreclosed houses and suggested extending the program to NYS for state owned houses on Leydecker Road and East & West Road. Supervisor Meegan stated she has talked to NYS and the problem with the houses is they are full of asbestos.

SEWER MANDATE

Beverly Leising stated the sewer mandate was signed by former Supervisor Clark, but the expense of fixing the sewers was passed on to other administrations and the current administration fulfilled their obligation. Mrs. Leising suggested the media straighten out some of the lies that were recently told.

BEECHWOOD ROAD RESURFACING

Beverly Leising questioned the status of the Beechwood Road project. Town Engineer Steven Tanner responded the project is well over 70 days overdue and it may go to litigation.

SEX OFFENDER CALLS

Beverly Leising questioned the number of recent police calls to sex offender homes and Chief Denz responded there have been no calls for months.

TIM RUSSERT PARK REPAIRS

Linda Toy stated slides and tables at Tim Russert Park are in need of repair and Highway Superintendent Matthew English stated he will look into it.

HEATHER HILL DRIVE PROJECT

Bruce Newman questioned the status of the Heather Hill Drive reconstruction project and an estimated completion date.

Town Engineer Steven Tanner responded the contractor is a little behind schedule and they are adding a second crew tomorrow. They have two schedules - one is completing everything up through binder course this year depending on the weather and the second is not ripping up approaches off Reserve Road to Heather Hill Drive and from Heather Hill Drive to Theresa Court. A shut down date for the winter will be around the third week of November.

ISSUES OF THE PUBLIC

HEATHER HILL DRIVE PROJECT (continued)

Dan Alessi expressed his disappointment that Heather Hill Drive will only be 27' wide, noting Cardinal Lane and Beechwood Drive are 28' wide.

Town Engineer Steven Tanner explained some driveway approaches needed to be lengthened to get better slopes. Engineering programs were run and the fire company was contacted about the size of vehicles and access to the subdivision and they were comfortable with 27'.

Mr. Alessi questioned if the town will fix a sidewalk if the town's tree is causing it to lift.

Highway Superintendent Matthew English stated the homeowner is responsible for sidewalks. Town Code was amended in 2001 and last year the town finished the list of sidewalks that were in need of repair prior to the change in the code.

Mr. Alessi suggested notifying residents they are responsible for sidewalk repairs and Mr. English responded that the Code Enforcement Office does notify the residents.

SENECA STREET WATERLINE PROJECT

Karen Lucachik referred to a recent newspaper article on the Seneca Street waterline project and questioned why the writer was not given an answer on who was doing the project. Highway Superintendent Matthew English responded that Erie County Water Authority is working on the waterline project and the writer of the article did not contact his office.

SEWER GRANT MONEY

Karen Lucachik questioned if there is grant money available for sewage problems. Supervisor Meegan responded the town applied for grants five years ago with the help of Clark Patterson Lee.

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEAD

BUDGET HEARING

Supervisor Meegan stated she will be filing her budget on Wednesday, September 30, 2015 at 11:00 A.M. and it will be online for review. A budget hearing is scheduled for November 5th at 6 P.M. in the court room.

PUBLIC HEARING FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Supervisor Meegan stated there will be a public hearing for CDBG money on October 15th at 7 P.M. and noted West Seneca has received \$4.9 million in grants since 2012.

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

WEST SENECA DEVELOPMENTAL CENTER (WSDC)

Supervisor Meegan stated Assemblyman Michael Kearns is fighting for the potential reuse of the WSDC and information about the campus and its building is being gathered. There will be a request for ideas and opinions regarding the potential reuse of the property and public notification will be made.

GIRLS SOFTBALL WORLD SERIES EVENT

Supervisor Meegan stated the Buffalo Niagara Sports Commission extended their thanks to the Town Board for their support of the National Softball Association Girls Fast Pitch World Series that will be held in July of 2016, adding the use of 4600 hotel rooms for five days will make this a great community event.

PLANNING BOARD MEETING DATES

Town Clerk Jacqueline Felser announced the Planning Board has rescheduled the November and December meetings to November 5th and December 3rd. The October Planning Board meeting is cancelled because there is nothing for the agenda.

DEDICATION

Chief Denz stated a dedication for the Police Department's humvee was held today at American Legion Post 735. He thanked American Legion Post 735 for their donations and noted the humvee will be used for a rescue/special operations vehicle.

ACCIDENT REPORTS AVAILABLE ONLINE

Chief Denz stated accident reports can now be purchased online at Bycrash.com.

POLITICAL LITERATURE

Town Attorney John Fenz commented on bogus information that was spread about the Town Board not following policy on drug screening an employee. Mr. Fenz stated the town did perform a background check and drug testing on the employee and the political comments were irresponsible.

PROGRAM UPDATES

Youth Service Coordinator Lauren Masset stated open public skate begins Friday October 2nd and this week will be the final days to sign up for over 30 hockey and youth basketball.

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEAD

UPCOMING EVENTS

Senior Recreation Therapist of Senior Services Mary Josefiak stated Monday, October 5th is "National Do Something Nice Day" and a party will be held at the senior center from 4-7:00 P.M. with free hot dogs and entertainment. Donation of a canned good, toiletry or paper good item or notebooks is asked and will be donated to various food pantries and schools.

MASTER PLAN MEETING

Councilman Hart stated the Master Plan committee will be meeting on October 27th or 28th or November 11th or 12th and the date will be announced at the next Town Board meeting. The vision is to set goals and guidelines of the town moving forward into the future and all are welcome to attend.

FIREMENS PARK BASEBALL DIAMOND

Supervisor Meegan thanked Local 17, boys' baseball, coaches and parents, Highway Superintendent Matthew English and his department who finished the new baseball diamond at Firemen's Park. Local 17 used their apprentices to build an approximate \$200,000 project with people donating their time and efforts.

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to executive session at 8:25 P.M. to discuss one contractual issue.

Ayes: All

Noes: None

Motion Carried

The board members returned from executive session at 8:50 P.M.

ADJOURNMENT

Motion by Supervisor Meegan, seconded by Councilman Hart, to adjourn the meeting at 8:50 P.M.

Ayes: All

Noes: None

Motion Carried



JACQUELINE A FELSER, TOWN CLERK

Fall & Winter Staff Manual

West Seneca Youth &
Recreation

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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

Important Phone Numbers

Recreation Office:

Phone: **674-6086** Fax: **675-5106**
Ebenezer Building
900 Mill Road #210
West Seneca, NY 14224

Email: recdept1@twсны.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, unless otherwise stated. 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 no 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 during working hours for the Recreation Department.**

Employees may be disciplined for cell phone use. Please refer to the Staff Dismissal Policy.

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.

Code of Ethics

The Town Code has many important aspects in addition to the Code of Ethics handout that was signed for today. The complete Town Code can be found on the Town's website. The link to access the code is notated below.

<http://ecode360.com/WE0417>

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 or Swearing	Biting
Inappropriate Language	Kicking
Hitting	Spitting
Pinching	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 situation arises where it is necessary to discipline 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, steps taken to correct 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, steps taken to correct the situation, and our policy.
- Suspension or Termination from program – Upon third violation, a participant will be suspended or terminated from the program or from the recreation department for a length of time to be determined by the supervisor and Director of Recreation. No refund will be issued.

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.

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 related 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.

Online Social Networking Policy

We are committed to maintaining a good relationship with employees and with the outside world. If the Town sustains a positive reputation and excellent image in the public eye, it directly benefits the Town as a whole. In addition to putting you in an advantageous situation as an employee, the way that the public views the Town is vital to promoting business, gaining new business, retaining first-class employees, recruiting new employees and marketing our services.

While the Town has no intention of controlling employee's actions outside of work, it is important that employees practice caution and use discretion when posting content on the internet, especially on social networking sites that could affect the Town's business operations or reputation, or employee reputations. Remember that you are held responsible for maintaining confidentiality.

Do not post any financial, confidential, sensitive or proprietary information. Speak professionally about our current and former employees. The same guidelines hold true for our business partners. You are responsible for the content you post and that information remains in cyberspace forever.

1. Personal blogs/websites should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Town of West Seneca. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the Town of West Seneca.
2. Information published by you on any blogs/forum/websites should comply with the Town of West Seneca's confidentiality and disclosure of proprietary data policies.
3. Be respectful to the Town of West Seneca, residents of the Town of West Seneca, employees of the Town of West Seneca and other partners or vendors of the Town of West Seneca.
4. Social media activities should not interfere with work commitments.
5. Your online presence reflects the Town of West Seneca. Be aware that your actions captured via images, posts, or comments can reflect upon the Town of West Seneca.
6. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
7. Town of West Seneca logos may not be used without written consent of the Board.
8. Employees are not permitted to take and or post pictures of the children participating in any of the Youth and Recreation Programs offered through the Town of West Seneca.
9. Employees that wish to post pictures or other items to the Town of West Seneca social media sites must submit the content to their Department Head. If the content is approved, it will be posted for you. Employees are not allowed to post content on their own.

Payroll & Timekeeping

It is important for all employees to punch in at the start of their shift; in and out for lunch; and punch out for the end of the shift to assure accurate time keeping. The time clock is located in the Building & Grounds Room.

Employees should not clock in more than five (5) minutes prior to the start of their shift and also

should not punch out later than five (5) minutes after the end of their shift. If you fail to do so please report this to program Supervisor within twenty four (24) hours. Failure to comply could result in your paycheck being incorrect and/or delayed.

It is the responsibility of the employee to inform their supervisor immediately if they forgot to punch in or out.

No employee who is on the clock should leave the ice rink. Running personal errands for yourself or a co-worker are not permitted. Any "work trips" must be approved by the Recreation Director at least forty-eight (48) hours in advance.

Any employee who is not working should not be in the employee designated areas at any time, under any circumstance.

Paychecks will be mailed on Thursdays. 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@twsnny.org, to express their concern.

Code of Conduct for Employees

- When registering participants, all required information, such as ID card numbers, must be obtained.
- All staff is to act professionally towards one another. This means no gossiping about other staff members, participants, and the public.
- 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 while 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 (children's) 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, staff and patrons.
- Staff must appear clean, neat, and appropriately dressed.
- Staff are NOT permitted to wear their staff shirts or ID's outside of work.
- Using, possessing, or being under the influence of alcohol, tobacco, or illegal drugs during 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.

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.

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.
- Accidents/Incidents are a situation involving verbal conflict, physical conflict, discipline, equipment damage, first aid, including applying a band aid, etc.

- 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.
- Any accident/incident report for an individual under 18 years of age must be signed by his/her legal parent or guardian.

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
 - 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

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.

If the immediate supervisor notices any performance deficiencies they will discuss with the employee areas and ways to improve. If the employee does not improve, disciplinary steps may include a verbal warning, corrective coaching and written warning, and the termination of employment, but the Town reserves the right to accelerate or repeat these steps.

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

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 neatly as 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.
- Office staff must be dressed in business casual attire. Acceptable forms of clothing are dress pants, sweaters, blouses, etc. Unacceptable forms of clothing are ripped jeans, tank

or halter tops. Jeans are acceptable on Fridays.

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. You must show up for your shift if you cannot get ahold of the Recreation Director or Program Supervisor. Excessive amounts of last minute call-ins will not be accepted.
- Employees may be disciplined for excessive absenteeism. Please refer to the Staff Dismissal Policy.



Town of West Seneca Youth & Recreation
ADULT BASKETBALL RULES

1. The Town of West Seneca Youth & Recreation Adult Men's Basketball Leagues shall be governed by the current year's National Federation of State High School Associations Rule Book (<https://www.nfhs.org/activities-sports/basketball/>) except as specified herein:
 - A. The Town of West Seneca Youth & Recreation and the League Director reserve the right to make any changes including rules that are deemed necessary for fair competition, safety and the efficient operation of the league.
2. **GAMES**
 - A. All games will be played at West Seneca East Middle School.
 - B. All games will be played at the time, date and location specified on the league schedule.
 - C. Games are subject to be canceled due to weather, West Seneca Central School district events, closings, etc... or for any other reason at anytime. Canceled games are not required to be rescheduled. No refund will be given.
 - D. Each team must pay the referee fee at the start of the game. Failure to do so will result in forfeit of the game.
 - E. If a team forfeits for any reason they must still pay the referee fee (To be determined) and the forfeit fee of \$10. The referee fee shall be paid directly to the referee at the start of the game. The forfeit fee shall be paid to the West Seneca Youth & Recreation Department within 48 hours of the forfeit.
 - F. Official starting time is forfeit time. Teams must have four (4) rostered players to start a game. Teams cannot play with less than (4) four players. If eligible players is less than four (4) during the game, the game will be ruled a forfeit.
 - G. Following a forfeit game, the teams may play a practice game. Officials and scorekeepers will not work the practice game. Teams forfeiting game must still pay their referee fee to the Referee at the start of the game. Teams not paying forfeit fee will be removed from league and cannot register for Adult Basketball league for two additional seasons. No refund for the current season will be given.
 - H. The game shall consist of two twenty (20) minutes halves, with the last two minutes of second half stopped time. If one team leads by more than 12 points, the clock will not stop.
 - I. The half time break shall be three (3) minutes.

- J. Teams will be allowed two time outs per half. Each timeout will be one (1) minute in length
- K. OVERTIME - If the score is tied at the conclusion of the second half, play shall be extended with a three (3) minute overtime period, following a one (1) minute intermission. If the score is still tied at the end of the (3) minute overtime period, a "sudden death" period will be played. The first team to score a point will be declared the winner. Each team is permitted only one time out during an overtime period. No other time outs carry over from regulation play.
- L. Players Code of Conduct will be strictly enforced.

3. ROSTERS

- A. All teams must have a completed roster (page 3) signed by each player and page 6 of the registration packet.
- B. Roster limit is 12 players. Rosters are due with registration fees.
- C. All additions and deletions of players **must** be submitted in writing to West Seneca Youth & Recreation. With league director's approval, a copy must be delivered to scorekeeper prior to game time.
- D. No roster additions will be accepted after 5 (five) games.
- E. Player Eligibility - All players must be 18 years of age or older as of the first game of the current season. No Exceptions.
- F. Any player dropped from a team roster during the season is not eligible to be added by another team.
- G. Only roster players are eligible. A roster check will be done before every game. Every player must present a valid picture I.D. NO I.D. NO PLAY. NOT ON THE ROSTER NO PLAY. Teams caught allowing an individual(s) who are not on the roster to play will forfeit the game. Teams caught doing this two or more times will be ejected from the league with no refund.

4. EQUIPMENT

- A. Team uniforms are required. Teams must have jerseys or shirts all the same color. Player without proper uniform cannot play that evening.
- B. Only basketball or tennis shoes will be allowed on the basketball court at all times. Any player wearing shoes that mark the floor will not be allowed to participate!!!!
- C. No jewelry (i.e. earrings, necklaces, bracelets, rings, etc.) will be allowed to be worn by players during the game. **NO EXCEPTIONS!!!**

5. PROTESTS

- A. Protest will be allowed on ineligible players only. They must be filed before the game. All protests must be filed in writing with a \$25 protest fee to the Recreation Director within 24 hours.
- B. Protest fees returned only if protest is upheld.

6. DETERMINATION OF LEAGUE CHAMPION (If applicable)

- A. The team with the best overall league record will be determined the league champion.
- B. Should a tie exist at the conclusion of league play, the following method will determine the league champion and runner up.
 - 1. Head-to-head competition between teams involved.
 - 2. Point differential between tying teams.

7. PLAYERS CODE OF CONDUCT

- A. Smoking, liquor or food and beverages will not be permitted in the gym by players or spectators. Players violating this rule will be suspended for two (2) games. Players will be allowed to have a bottle of water with them.
- B. It is the duty of the team manager to supply the officials with the correct name of any player that is requested. Failure to comply will result in the manager being suspended indefinitely.
- C. Any player ejected from a game (for any reason other than personal fouls) is automatically suspended from the team's next two scheduled games.
- D. Players ejected from any two games will be suspended for the remainder of the season and may not be replaced on official team roster.
- E. Two (2) technical fouls on a player will result in the ejection of that player from the game.
 - 1. In an attempt to have games completed, the official's will implement the following procedures when dealing with "indifferent" situations:
 - 2. When dealing with an irate player, the Manager will be approached to control the player. If the Manager fails to handle the situation or the player ignores the Manager and continues the behavior, the player will be ejected from the game and be requested to leave the premises. The referee will make every attempt to continue game play.
 - 3. If the player refuses to leave within a reasonable amount of time, the game will be declared a forfeit and the team forfeiting will be subject to the forfeit fee (\$10), due in the Recreation offices and the team will still have to pay the Referee fee for the games.
- F. Team Managers are responsible for informing their players of all rules and seeing

that they conform to them.

G. Fighting, baiting of players or verbal abuse of officials will not be tolerated. Players guilty of these infractions will be suspended indefinitely.

1. Leaving the bench during an altercation will result in disqualification from the game.
2. Using profane or inappropriate language or obscene gestures will result in a technical foul minimum/maximum ejection from game.
3. Disrespectfully addressing or baiting or taunting an opponent will result in a technical foul minimum/maximum ejection from game.

H. All judgments on rules and player eligibility will be made by the League Director and are final.

I. Blood Rule

A player, coach, or official, who is bleeding, or who has an open wound, or has blood on his body or clothing, shall be prohibited from participating further in the game, until appropriate treatment has been administered.

If first aid is required for a player, the player must be immediately removed from the game, unless treatment can be administered in a reasonable amount of time.

A player, coach or official will not be allowed to participate unless:

- 1) All bleeding has stopped.
- 2) Any exposed cut/scrape, which has bled, is completely covered.
- 3) Bloody clothing is removed.

Teams are recommended to have spare clothing/jerseys available at the game site to be used, if necessary.

J. There is no dunking permitted during anytime.



Town of West Seneca

Ice Rink Rules

Facility Rules

1. The Town of West Seneca is not responsible for lost or stolen items.
2. Please call West Seneca Youth & Recreation with any concerns. The office phone number is (716) 674-6086.
3. Keep out of unassigned locker rooms, score table area, player boxes and penalty boxes.
4. Skates are to be worn only on the ice or in areas covered with protective rubber flooring.
5. Keep all ice access doors closed when the Zamboni (ice resurfacing machine) is on the ice. Stay off the ice until the Zamboni access doors are completely closed.
6. No food or drink allowed on the ice at any time.
7. Eating, drinking, littering and smoking on the ice at anytime is prohibited.
8. There is no alcohol, drugs or tobacco allowed inside the Ice Rink at anytime.
9. No weapons of any kind are permitted inside of the Ice Rink.
10. Children under 11 years of age must be accompanied by some over 18 years of age.
11. Please be aware and alert that hockey pucks may fly over the boards during practices, warm ups and games. Use caution when on the ice and outside of the ice.
12. Only adequately trained and authorized personnel will be allowed to operate scoring and audio equipment
13. Please no outside food or drink. The Snack Shack is open most times for the purchase of these items.

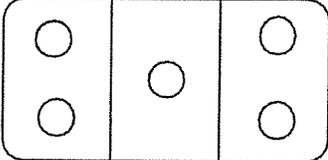
Recreational Skating Rules

1. Skate at your own risk.
2. Parents are responsible to watch and care for their own children.
3. Use only designated or assigned areas for changing skates.
4. Prohibited: Crack the Whip, Tag, Pom, Racing, Keep Away, Sticks or Pucks (or other shooting devices), taking of hats, gloves or mittens, tossing of snowballs, etc.
5. Follow instructions from West Seneca Youth & Recreation staff.
6. Helmets and pads are recommended for all skaters.
7. Skate aids are to be used only by beginner skaters. West Seneca Youth & Recreation has walkers available to use free of charge. Each individual using a walker must sign a waiver; waivers are available when walkers are signed out. If the individual is under 18 years old their legal parent or guardian must sign the waiver.
8. Skaters must move in designated direction.
9. No hockey sticks are permitted on the ice during Recreational Skate.
10. The beginner skating area is in the East end of the rink.
11. Children under 11 years of age must be accompanied by some over 18 years of age.

FOLLOW ALL POSTED OR STATED FACILITY RULES: ANYONE NOT ABIDING BY POSTED OR STATED RULES AND REGULATIONS OR CONDUCT THAT MAY BE A HAZARD TO THEMSELVES OR OTHERS MAY BE ASKED TO LEAVE THE ICE AND/OR FACILITY WITHOUT REFUND.

TOWN OF WEST SENECA ICE RINK ACCIDENT/INCIDENT REPORT

Name & Signature of person completing report: _____
 _____ Date _____

COMPLETE IN FULL	Date of accident:		Day:	Time	am/pm	
	Name of injured:		Age:	Sex:	Male Female	
	Address:					
	City:		State:	Zip:	Phone:	
	If minor, were parents notified:		Yes No	If minor, were parents present:		Yes No
	Event taking place on ice at time of accident:					
	Name of person notified:			Relationship:		
	Address:					
	City:		State:	Zip:	Phone:	
	COMPLETE IN ALL CASES	How did accident occur? (Describe fully in patron's words)				
						
Please mark with an "X" where the accident occurred						
Ice Resurface Time:		am/pm	Type of cut:		Wet Dry	
Type of Skate Used:		Own Rental	Were skates inspected?		Yes No	
Were skates defective?		Yes No	If so describe:			
Inspector Signature:			Was ice surface at point of fall inspected?			
			Yes No			
Description of Injury:						
Type of Aid given:			Administered by:			
Was injured person taken to hospital?			If yes, what hospital?			
Yes No						
If injured person was not taken to hospital, what action was taken?						

[Type text]

Location of guards at time of incident: <u>Indicate location using Rink Diagram on front of report:</u>	Name of guards:
--	-----------------

Number of guards in attendance: _____

Approximate attendance: _____

Name of person causing incident, if applicable: _____

Use this space if additional information is required on any of the items on the front page:

WITNESSES

Name: _____

Relationship to injured person: _____

Address: _____

Phone: _____

Comments: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

Comments: _____

Print Name & Signature of person who administered first aid: _____

Print Name & Signature of Supervisor on Duty: _____

Print Name & Signature of injured person: _____

Signature of Recreation Director: _____

IF UNDER 18 YEARS OF AGE MUST BE SIGNED BY LEGAL PARENT OR GUARDIAN

RESOLUTION
DEMONSTRATION IN SUPPORT OF
WESTERN NEW YORK CHILDREN'S PSYCHIATRIC CENTER

WHEREAS, for approximately forty-five (45) years the Western New York Children's Psychiatric Center (WNYCPC) has been located on its campus within the Town of West Seneca; and

WHEREAS, the WNYCPC provides inpatient mental health services to children in a quiet and manageable environment with walking trails and park-like grounds; and

WHEREAS, a recent assessment of existing mental health services in Erie County conducted by the New York State Office of Mental Health recommended consolidation of the WNYCPC with the Buffalo Psychiatric Center, relocating those children requiring mental health services to an adult facility; and

WHEREAS, the Town Board of the Town of West Seneca has been actively working with other elected officials and interest groups to insure that the WNYCPC remains open; and

WHEREAS, the Town has received a request from Stephanie McLean-Beathley, LMSW for permission to camp overnight in Fireman's Park to peacefully advocate against the consolidation of WNYCPC with the Buffalo Psychiatric Center; and

WHEREAS, the Town Board continues to demonstrate its support to keep the WNYCPC operating in the Town of West Seneca.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of West Seneca shall suspend the curfew at Fireman's Park for the purpose of Ms. Mclean-Beathley's overnight demonstration in support of the WNYCPC, scheduled from the evening of September 30, 2015 to the morning of October 1, 2015.

To: John Fenz, Town Attorney at Town of West Seneca
From: Stephanie McLean-Beathley, LMSW, Save Our WNYCPC
Regarding: Request to Demonstrate in a Public Park, Including Overnight

Dear Mr. Fenz,

I am a social worker in the community and have been working for several years to prevent the consolidation of children's inpatient mental health services in Western New York. I am part of an advocacy group called Save Our Western New York Children's Psychiatric Center, a coalition comprised of former patients, parents, community members, and others looking to keep this therapeutic facility open.

I would like to request the Town Board's permission to camp overnight in Fireman's Park, located across from the WNYCPC Campus, for the time period from the evening of September 30th, 2015 until October 1st, 2015. The Office of Mental Health is planning to conduct a tour of the WNYCPC facility with members of the legislature on October 1, 2015. These members have proven crucial in the fight to keep children's services distinct and high-quality.

It is my understanding that free speech is constitutionally protected in public parks. However, remaining in a park after dark could be considered trespassing in many municipalities.

The town has historically been supportive of our advocacy group's efforts to peacefully protest and argue against the consolidation plan. To that end, I respectfully request the Town Board to pass a resolution at their September 28th, 2015 meeting to allow me to camp overnight in Fireman's Park in West Seneca, NY in order to protest the proposed consolidation of the two psychiatric centers. With your permission, I will arrange for another advocate to remain in a vehicle nearby as an added safety measure, but I do request that the restroom be made available.

I intend for this demonstration to be non-disruptive, peaceful in nature and with no blocking of pedestrian walkways.

I appreciate your consideration of this request. Please contact me with any questions or concerns. Thank you.

Sincerely,

Stephanie McLean Beathley

Stephanie McLean-Beathley, LMSW

cc: WOH Health & Human Services

PROCLAMATION

DESIGNATING OCTOBER 2015 AS BREAST CANCER AWARENESS MONTH

Whereas -

Breast cancer touches the lives of residents from every background and in every community, including the Town of West Seneca. Though there have been great strides in combating this devastating illness, more than 230,000 women will be diagnosed with breast cancer this year, and tens of thousands are expected to lose their lives to the disease. We honor those we have lost, lend our strength to those who carry on the fight, and pledge to educate ourselves and our loved ones about this tragic disease; and

Whereas -

Breast cancer is the second leading cause of cancer death in women, exceeded only by lung cancer. Death rates from breast cancer have been declining since about 1989; These decreases are believed to be the result of earlier detection through screening and increased awareness, as well as improved treatment; and

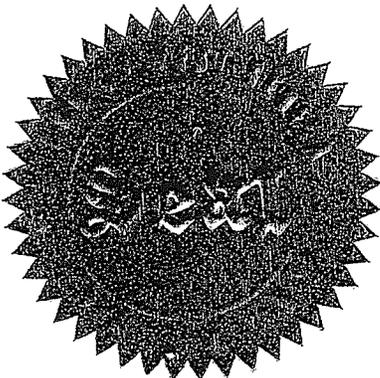
Whereas -

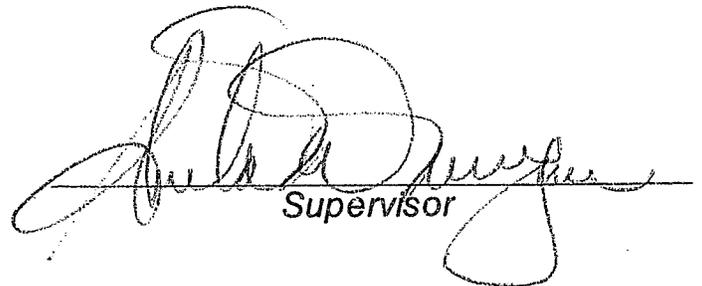
This month, we stand with all those who have been affected by breast cancer, and we recognize the ongoing efforts of dedicated advocates, researchers, and health care providers who strive each day to defeat this terrible disease. In memory of the loved ones we have lost and inspired by the resilience of those living with the disease; and

Therefore, I,

Sheila M. Meegan, Supervisor, along with fellow Town Councilmen Eugene Hart and William Hanley Jr. of the great Town of West Seneca, in the County of Erie, in the State of New York, the Empire State, do recognize October in the year two thousand and fourteen as **BREAST CANCER AWARENESS MONTH** in the Town of West Seneca;

And I urge all my fellow residents join in activities that will increase awareness of what we can do to prevent breast cancer.




Supervisor