

Supervisor Meegan called the work session to order at 3:00 P.M. with the Pledge of Allegiance to the Flag led by Kelly Keem.

**ROLL CALL:** Present - Sheila M. Meegan Supervisor  
Eugene P. Hart Councilman  
William P. Hanley Councilman  
John Fenz Town Attorney  
Jacqueline A. Felser Town Clerk  
John Gullo Code Enforcement Officer  
Matthew D. English Highway Sup't.  
Steven Tanner Town Engineer  
Luke Malecki Finance Director  
Daniel Denz Police Chief  
Mary Josefiak Sr. Recreation Therapist of Sr. Services  
Lauren Masset Youth Service Coordinator  
Kandace Wittmeyer Assessor  
Laura Devine Human Resource Director  
Kelly Keem Human Resource Director  
Jodie Wysocki Finance Department  
Emily Josefiak Supervisor's secretary

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

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**HUMAN RESOURCE DIRECTORS LAURA DEVINE & KELLY KEEM**

- Presentation on electronic timekeeping for white collar employees (see attached)
  - ✓ Memorandum of understanding with White Collar union
  - ✓ Department heads and employees to be trained this week
  - ✓ Employees to begin clocking in week of November 16<sup>th</sup>, but still use paper timesheets
  - ✓ Time clock only use begins week of November 30<sup>th</sup>
  - ✓ Time clocks will be located in break room at Town Hall, senior center, Finance Department at Burchfield Center, Highway Department and Ice Rink
  - ✓ Department heads must approve time in system by Monday at 10 A.M. payroll week; check daily for missed punches, late arrivals, overtime requests, etc.; system can be accessed remotely
  - ✓ Department heads can also enter their own hours for NYS Retirement System tracking

**FINANCE DIRECTOR LUKE MALECKI**

- Presented the attached list of amendments to the General Fund, Highway Fund and Special Districts budget
  - ✓ Councilman Hanley offered the following suggestions for the future: a utility committee to look at gas, electric & phone bills; a review of worker's compensation rates; overtime review in the Highway Department; creation of a sewer department which has been discussed but is currently at a standstill

**CHIEF DENZ**

- Requested executive session to discuss two personnel issues

**TOWN ATTORNEY JOHN FENZ**

- Five proposed local laws – 1) temporary LED signs, 2) administrative fees for demolitions, etc., 3) LED street lighting in new developments, 4) electrician licensing, 5) food truck regulation; Councilman Hart suggested licensing property managers
- PILOT payment for DePaul's Ebenezer Square project; town will have annual auditing rights

**YOUTH SERVICE COORDINATOR LAUREN MASSET**

- Thanked sponsors of Enchanted Path; over 400 attended
- Summer Day Camp announcement soon
- Breakfast with Santa, December 13th, 9 A.M. – 11 A.M., tickets are \$10
- Youth Theatre will present A Christmas Toy Story on December 12<sup>th</sup> at 1 P.M. and 6 P.M., tickets are \$7
- Family Fun Day at the West Seneca Coalition Resource Center, November 25th, 9 A.M. – 11 A.M., free event open to all
- Still looking to hire two rink guards

**TOWN ENGINEER STEVEN TANNER**

- Change order for senior center restrooms for additional plumbing work required
- Requested discussion with board members on upcoming road projects; Highway Supt. Matthew English found approximately \$150,000 left over from 2005 to be used for three milling and paving projects

**EXECUTIVE SESSION**

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to executive session at 4:15 P.M. to discuss labor and contractual issues.

Ayes: All

Noes: None

Motion Carried

The board members returned from executive session at 5:45 P.M.

The work session concluded at 5:45 P.M.

  
**JACQUELINE A FELSER, TOWN CLERK**

# Electronic Timekeeping

November 9, 2015

## Overview

- White Collar employees (and part-time employees in those departments) will be using electronic timeclocks starting in November
- MOA on November 9<sup>th</sup> agenda

## Schedules and Rounding

- Each union employee will have their assigned hours (schedules) programmed into the system
- Rounding will occur off of the schedules- 7 minutes on either side of the start/end time
- Employees are considered late, even if it is only a minute late
- If an employee clocks in late three times in a 30-day period, the employee will be subject to the Counseling and Disciplinary policy
  
- Part-time employees will be paid by exact times.

## Schedule of the rollout

- Week of November 9<sup>th</sup>
  - Department heads & employees will receive training on the system and reports
  - Department heads and employees will receive log-in credentials via email
  - Employees will be enrolled at clocks  
Employees will start clocking in and also continue with paper timesheets
  - Some clocks will be moved to more central locations
- Week of November 16<sup>th</sup>
  - Employees will clock in/out and continue with paper timesheets
- Week of November 30<sup>th</sup>
  - Paper timesheets will no longer be used

## Location of Timeclocks

- Town Hall
- Senior Center
- Burchfield
- Highway
- Ice Rink

*All clocks are the same type- Biometric scan*

## Department Head Approvals

- Department Heads must approve time in the system by Monday at 10:00am
- Should check daily for missing punches, late arrivals, OT requests, etc.
- If an employee is working off-site and does not have access to a timeclock, the employee should email the department head for a request to clock in or out.
- Department heads may enter their own hours each pay period for NYS retirement tracking

## Exceptions and Time off

- Union employees will have their own log-in. Part-time employees will not.
- Employees may request time off in the system. All time must be approved in advance by the department head
  - Out-of-title pay (may be done at the clock or by the department head)
  - Overtime
  - Comp time (earned and used)
  - Military Leave (must give a copy of Orders to payroll and department head)
  - Vacation
- Sick Time can be put in the system as a request for processing purposes.

Memo to the employees about requesting off for taking lunch at the end of the day, taking comp time, etc.

## Reporting

- Department heads will have multiple reports available to them, such as:
  - Missed punches
  - Time off requests
  - Late punches
  - Overtime

**Summary of Budget Changes - General Fund**

Decrease in Appropriations	(144,836)
Decrease in Estimated Revenues	(130,893)
Decrease in Appropriated Fund Balance	(14,599)

<u>Department</u> / Account	<u>Account Code</u>	<b>2016 Tentative Budget</b>	<b>Change</b>	<b>2016 Final Budget</b>
APPROPRIATIONS:				
<b><u>Town Board</u></b>				
Salaries of Councilmembers (2)	1.1010.0100	\$ 44,000	(1,000)	\$ 43,000
Continuing Education and Training	1.1010.0414	1,500	(500)	1,000
<b><u>Town Justice</u></b>				
Justice Clerks (2)	1.1110.0133	108,254	(929)	107,325
Salaries of Other Clerical (4)	1.1110.0137	211,155	(1,558)	209,597
Equipment	1.1110.0200	1,000	(500)	500
Contractual Expenses	1.1110.0400	5,000	(1,000)	4,000
Membership Dues	1.1110.0406	1,500	(750)	750
Continuing Education and Training	1.1110.0414	6,000	(2,000)	4,000
Reference Materials	1.1110.0419	300	(100)	200
Print, Litigation and Other Expenses	1.1110.0448	4,300	(300)	4,000
<b><u>Supervisor</u></b>				
Salary of Secretary (1)	1.1220.0130	47,590	(457)	47,133
Continuing Education and Training	1.1220.0414	1,800	(800)	1,000
<b><u>Director of Finance</u></b>				
Salary of Account Clerks (3)	1.1315.0137	137,682	(905)	136,777
Contractual	1.1315.0400	1,500	(750)	750
Continuing Education and Training	1.1315.0414	2,200	(1,000)	1,200
Supplies	1.1315.0419	500	(250)	250
Contractual Expenses	1.1315.0451	108,000	1,000	109,000
<b><u>Assessor</u></b>				
Salary of Real Property Appraiser (1)	1.1355.0105	76,088	(250)	75,838
Salary of Clerk Typist (1)	1.1355.0137	43,743	(414)	43,329
Advertising	1.1355.0226	200	(100)	100
Other expenses	1.1355.0419	3,000	(2,000)	1,000
<b><u>Town Clerk</u></b>				
Salary of Town Clerk (1)	1.1410.0100	57,207	(555)	56,652
Salary of Clerical (2)	1.1410.0137	81,024	(470)	80,554
Advertising	1.1410.0226	475	(175)	300
Office Supplies	1.1410.0400	6,000	(2,000)	4,000
Reimbursement Expense - petty cash	1.1410.0412	1,000	(200)	800
Continuing Education and Training	1.1410.0414	1,500	(550)	1,000
<b><u>Town Attorney</u></b>				
Salary of Town Attorney	1.1420.0100	67,500	7,500	75,000
Salary of Clerk - Part Time	1.1420.0139	16,000	(2,000)	14,000
Travel and Conferences	1.1420.0435	1,500	(500)	1,000
Contracted Legal Services - Litigation	1.1420.0460	105,000	(5,000)	100,000
<b><u>Town Engineer</u></b>				
Salary of Principal Engineering Assistant (1)	1.1440.0101	89,038	(853)	88,185

Salary of Engineering Draftsman (1)	1.1440.0120	53,745	(236)	53,509
Salary of Clerk (1)	1.1440.0137	32,651	(377)	32,274
Seasonal & Temporary Help	1.1440.0149	5,000	(500)	4,500
Continuing Education and Training	1.1440.0414	3,000	(500)	2,500
Equipment Repair & Maintenance	1.1440.0443	6,000	(500)	5,500
<b><u>Buildings</u></b>				
Telephone	1.1620.0420	45,000	(5,000)	40,000
<b><u>Central Printing &amp; Mailing</u></b>				
Equipment	1.1670.0200	7,000	(1,000)	6,000
Office Supplies	1.1670.0400	30,000	(5,000)	25,000
Printing, Advertising & Publishing	1.1670.0448	5,000	(1,000)	4,000
<b><u>Special Items</u></b>				
Municipal Association Dues	1.1920.0406	4,700	(200)	4,500
Judgments & Claims	1.1920.0464	100,000	(20,000)	80,000
Pre-employment screening	1.1989.0401	14,000	(2,000)	12,000
<b><u>Police</u></b>				
Salary of Chief of Police (1)	1.3120.0100	136,296	(1,230)	135,066
Salary of Assistant Chief of Police (1)	1.3120.0101	119,598	(1,068)	118,530
Salary of Other Clerical (5)	1.3120.0137	215,711	(1,906)	213,805
Salary of Captains (3)	1.3120.0150	340,135	(2,922)	337,213
Salary of Detectives (9)	1.3120.0153	921,816	(7,568)	914,248
Salary of Police Officers (44)	1.3120.0154	3,869,606	(28,036)	3,841,570
Salary of Public Safety Dispatchers (8)	1.3120.0155	533,003	(3,662)	529,341
Salary of Police Lieutenants (9)	1.3120.0161	836,575	(7,418)	829,157
Salary of Detective Lieutenant (2)	1.3120.0163	209,099	(1,855)	207,244
Police Supplies	1.3120.0400	45,000	(5,000)	40,000
Equipment Repair & Maintenance	1.3120.0443	80,000	(5,000)	75,000
Micro Filming	1.3120.0447	5,000	(2,500)	2,500
Police Training Course	1.3120.0459	40,000	(2,000)	38,000
Community Service	1.3120.0471	5,000	(500)	4,500
Youth Court Program	1.3120.0479	1,000	(300)	700
<b><u>Buildings &amp; Grounds</u></b>				
Electric	1.3411.0421	7,000	(1,000)	6,000
Gas	1.3411.0422	2,500	(500)	2,000
<b><u>Dog Control</u></b>				
Equipment Repair & Maintenance	1.3510.0443	1,500	(500)	1,000
<b><u>Buildings and Grounds - Animal Control</u></b>				
Gas	1.3511.0422	3,500	(500)	3,000
<b><u>Code Enforcement</u></b>				
Salary of Building & Plumbing Inspector (1)	1.3620.0100	84,414	(820)	83,594
Salary of Assistant Inspector (2)	1.3620.0101	133,022	(1,132)	131,890
Salary of Clerk (1 FT, 1 PT)	1.3620.0137	38,482	(310)	38,172
Salary of Housing Inspector	1.3620.0139	38,952	(155)	38,797
Membership- Dues	1.3620.0406	950	(300)	650
Mandated Training	1.3620.0414	1,800	(800)	1,000
<b><u>Superintendent of Highways</u></b>				
Salary of Superintendent (1)	1.5010.0100	84,994	(825)	84,169
Equipment Repair & Maintenance	1.5010.0443	500	(500)	-
<b><u>Highway Garage</u></b>				
Gas	1.5132.0422	26,000	(2,500)	23,500
<b><u>Street Lighting</u></b>				
Highway Lighting - Electric	1.5182.0421	375,000	25,000	400,000

<b><u>Buildings &amp; Grounds</u></b>				
Salary of Crew Chief (1)	1.7110.0110	112,144	(649)	111,495
Salary of Working Crew Chief (1)	1.7110.0115	88,511	(631)	87,880
Salary of Laborers (15)	1.7110.0144	858,957	(7,216)	851,741
Equipment	1.7110.0200	20,000	(1,000)	19,000
Athletic Field Supplies	1.7110.0400	38,000	(3,000)	35,000
Gas	1.7110.0422	9,000	(1,000)	8,000
Water	1.7110.0423	20,000	(1,000)	19,000
Vehicles/Equipment Repair & Maintenance	1.7110.0443	60,000	(5,000)	55,000
<b><u>Buildings &amp; Grounds - Rec Center</u></b>				
Gas	1.7142.0422	10,000	(1,000)	9,000
<b><u>Buildings &amp; Grounds - Kiwanis Building</u></b>				
Repair & Maintenance	1.7312.0445	3,000	(3,000)	-
<b><u>Library</u></b>				
Repair & Maintenance	1.7410.0445	4,000	(1,000)	3,000
<b><u>Charles Burchfield Center</u></b>				
Gas	1.7420.0422	6,000	(500)	5,500
Repairs & Maintenance	1.7420.0445	9,000	(1,000)	8,000
<b><u>Historian</u></b>				
Historical Services	1.7510.0100	3,090	(1,500)	1,590
Salary of Clerk Typist - Part Time	1.7510.0139	3,931	(3,931)	-
<b><u>Historical Property</u></b>				
Repair & Maintenance	1.7520.0452	2,000	(500)	1,500
<b><u>Senior Citizens</u></b>				
Program Director (1)	1.7620.0100	65,860	(633)	65,227
Gasoline	1.7620.0416	22,500	(4,000)	18,500
Repair & Maintenance	1.7620.0445	2,000	(500)	1,500
Fitness Consultant	1.7620.0484	22,000	(3,000)	19,000
<b><u>Building &amp; Grounds - Senior Citizens</u></b>				
Repair & Maintenance	1.7621.0445	15,000	(3,000)	12,000
<b><u>Sanitation</u></b>				
Regular Laborers (16)	1.8160.0144	758,178	(6,819)	751,359
Gasoline, Oil & Grease	1.8160.0416	100,000	(4,000)	96,000
Gas	1.8160.0422	9,000	(1,000)	8,000
Repair & Maintenance	1.8160.0445	2,500	(500)	2,000
Outside Services	1.8160.0452	25,000	(2,500)	22,500
<b><u>Drainage</u></b>				
Culvert, Pipe, Lumber, Sand, etc.	1.8540.0498	10,000	(2,000)	8,000
<b><u>Tree Maintenance</u></b>				
Consultant and Replacement	1.8560.0484	5,000	(2,500)	2,500
<b><u>Transfer to Capital</u></b>				
Transfer to Capital Fund	1.9950.975	114,599	35,401	150,000
<b><u>Employee Benefits</u></b>				
Social Security	1.9030.0802	916,151	(6,372)	909,779
Net reduction in appropriations			(144,836)	
ESTIMATED REVENUES:				
Real property taxes	1.1001	12,763,188	(255,893)	12,507,295
Electrical Permits	1.2556	50,000	125,000	175,000
Net reduction in estimated revenues			(130,893)	
APPROPRIATED FUND BALANCE				
Appropriated Fund Balance - Capital	1.5990	114,599	(14,599)	100,000

**Summary of Budget Changes - Highway Fund**

Decrease in Appropriations (77,037)  
Decrease in Estimated Revenues (77,037)

<u>Department</u> / Account	<u>Account Code</u>	<u>2016 Tentative Budget</u>	<u>Change</u>	<u>2016 Final Budget</u>
<b>APPROPRIATIONS:</b>				
<b><u>General Repairs</u></b>				
Regular Labor (55)	2.5110.0144	3,359,694	(125,541)	3,234,153
Gasoline, Oil and Grease, etc.	2.5110.0416	313,000	(13,000)	300,000
Culvert, Pipe, Lumber, Sand, etc.	2.5110.0498	20,000	(5,000)	15,000
Stone & Gravel, Road Surface Treatment	2.5110.0499	60,000	(10,000)	50,000
<b><u>Machinery</u></b>				
Automotive Mechanic Working Crew Chief (1)	2.5130.0115	88,823	(1,894)	86,929
Automotive Mechanics (5)	2.5130.0116	346,587	(6,602)	339,985
Parts	2.5130.0493	230,000	(10,000)	220,000
<b><u>Snow &amp; Miscellaneous</u></b>				
Salary of Care Takers (2)	2.5140.0145	124,122	(500)	123,622
Coveralls & Rain Gear	2.5140.0488	3,500	(1,000)	2,500
Tool House Supplies	2.5140.0489	22,000	(2,000)	20,000
Chemical Sprays, Weed & Brush	2.5140.0490	2,000	(500)	1,500
<b><u>Snow Removal (Town Highways)</u></b>				
Regular Labor (Including Overtime)	2.5142.0144	350,000	100,000	450,000
<b><u>Employee Benefits</u></b>				
Unemployment Insurance	2.9070.0805	5,000	(1,000)	4,000
Net reduction in appropriations			<u>(77,037)</u>	
<b>ESTIMATED REVENUES:</b>				
Real property taxes	2.1001	9,396,609	<u>(77,037)</u>	9,319,572
Net increase in estimated revenues			<u>(77,037)</u>	

**Summary of Budget Changes - Water Fund**

Increase in Appropriations			34,527
Increase in Estimated Revenues			125
Increase in Appropriated Fund Balance			34,402

**APPROPRIATIONS:**

Bond anticipation notes interest:

<b>District No 1</b>	3.8301.0950	-	9,752	9,752
<b>District No 2</b>	3.8302.0950	-	1,817	1,817
<b>District No 3</b>	3.8303.0950	-	17,569	17,569
<b>District No 4</b>	3.8304.0950	-	1,589	1,589
<b>District No 6</b>	3.8306.0950	-	2,907	2,907
<b>District No 7</b>	3.8307.0950	-	133	133
<b>District No 8</b>	3.8308.0950	-	224	224
<b>District No 9</b>	3.8309.0950	-	536	536

Net increase in appropriations 34,527

**ESTIMATED REVENUES:**

<b>District No 6 - Real Property Taxes</b>	3.8306.1001	(125)	<u>125</u>	-
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Net increase in estimated revenues 125

**APPROPRIATED FUND BALANCE:**

Appropriated Fund Balance

<b>District No 1</b>		1,000	9,752	10,752
<b>District No 2</b>		500	1,817	2,317
<b>District No 3</b>		-	17,569	17,569
<b>District No 4</b>		3,800	1,589	5,389
<b>District No 6</b>		8,973	2,782	11,755
<b>District No 7</b>		-	133	133
<b>District No 8</b>		1,300	224	1,524
<b>District No 9</b>		1,850	536	2,386
			<u>34,402</u>	