

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

TOWN BOARD PROCEEDINGS
Work Session
February 10, 2014

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

ROLL CALL:	Present	-	Sheila M. Meegan	Supervisor
			Eugene P. Hart	Councilman
			William P. Hanley Jr.	Councilman
			Charles D. Grieco	Town Attorney
			Jacqueline A. Felser	Town Clerk
			John Gullo	Code Enforcement Officer
			Matthew D. English	Highway Supt.
			Daniel Denz	Police Chief
			Jason Foote	Town Engineer
			Mary Josefiak	Director of Senior Services
			Craig Kroll	Recreation Director
			Lauren Masset	Recreation Supervisor

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

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to Executive Session at 3:00 P.M. to discuss a personnel issue with Detective Kenneth Morano.

Ayes: All

Noes: None

Motion Carried

The board members returned from Executive Session at 3:15 P.M.

RECREATION DIRECTOR CRAIG KROLL

- Presentation on Summer Day Camp (see attached)
 - ✓ Chain of Command – outlined individuals involved in program.
 - ✓ Philosophy – fun, inviting, memorable experience, etc.
 - ✓ Camp - starts Monday, June 30th - August 8th, 9 am to 4 pm.
Pre camp (8 am to 9 am) & post camp (until 5 pm) supervision will be offered at no additional charge. It was suggested a fee be implemented for any child being picked up after 5 pm unless a documented hardship is determined.
 - Supervisor Meegan questioned multiple week signup. Mr. Kroll responded signup will be on a weekly basis, not individual days.
 - ✓ Campers - boys & girls ages 8 – 13, split into three age groups.
 - ✓ Participation - Limited to 80 campers per week for first year – 8 groups with maximum of 10 campers per group. Each group will consist of a camp counselor and assistant counselor.
 - ✓ Program Site – Veterans Park, Ice Rink (central location), Pool, Kiwanis Center, Library, Burchfield Center, basketball & baseball diamonds.

- ✓ Program Days - at least one field trip each week (transportation provided through WS Schools), swimming, age appropriate activities (crafts, organized games), physical play (organized sports) & backup plans for inclement weather.
- ✓ Lunch - campers must bring their own lunch, snack and water bottle.
- ✓ Pool –Campers will be required to take a swim test and wear colored wrist bands identifying their swim level. The pool will be utilized at least twice a week.
- ✓ Facility Operation and Maintenance – lightning risk assessment, housing at ice rink and food protection were discussed.
 - Councilman Hanley questioned assembling children and how weather will be monitored. Mr. Kroll responded children will assemble outside (designated area will be marked) and proceed single file to the ice rink. Safety drills will be done weekly so children know where to go; weather will be constantly monitored.
- ✓ Fire Safety Plan – discussed evacuation, fire prevention, fire alarms, fire drills & logs.
- ✓ Medical & First Aid – Camp infirmary will be located in the coach’s room. Medication dispensing, documentation of medical treatment and posting of emergency numbers were discussed. All staff will be first aid & CPR certified.
 - Councilman Hart questioned who will monitor a sick camper. Mr. Kroll responded medical staff will be assigned to a sick camper, noting campers are monitored at all times.
- ✓ Medical Director – John Gullo will be the offsite EMT. On site medical staff will review medical forms weekly and prep staff accordingly.
 - Councilman Hart questioned if there are any restrictions on medical information, referencing the HIPPA Law. Mr. Kroll responded a registration form is currently in place outlining medical issues. He suggested the possibility of utilizing the same form.
- ✓ Camper Safety Procedures – Parents must check in/check out by signing a daily log book. Written consent must be provided if pick-up is provided by someone other than parent. Handbooks will be provided to all parents.
- ✓ Activity Safety & Supervision – Camp ratio will be a minimum of 1:5, noting counselors must stay with their group at all times.
- ✓ Recruiting Campers – Discussed early registration, advertising and distribution of fliers.
- ✓ Finances – Maximum of 80 campers per week; \$110/weekly resident rate, \$125/weekly non-resident rate. Based on the residential rate, weekly revenue will be \$8,800 and the total for a 7 week period will be \$61,600. Financial assistance will be offered to limited participants (residents only).
- ✓ Staff Selection & Training – Staff will have to re-apply each year and be trained in CPR and first aid prior to the start of camp.
- ✓ Child Abuse – Discussed staff orientation, expectations and reporting of abuse.
- ✓ Staff Expenditures – Camp staff will consist of a minimum of 20 employees. Hiring preference will be given to teachers and college education majors. Counselors (18+ years) starting rate of \$8.75/HR; assistant counselors (18+ years) \$8.25/HR Suggested pay rate increase of 0.10/HR per year for any returning counselor. Per Erie County, counselors must be at least 4 years older than the oldest camper.

- ✓ Staff Hours – Camp staff will be part-time seasonal working 35 hours per week (7 hours daily). Schedules will be rotated and staggered weekly.
- ✓ Registration Process – Registration will begin late April this year and February 1st going forward. Online registration is a goal for next year.
- ✓ Playgrounds – Allendale, Harlem/Bellwood and Burchfield are the three playgrounds that will remain open for the first year of transition. Remaining playgrounds will not be staffed due to lack of feasibility and low attendance. Resources will be allocated to the new day camp program.
- ✓ Sports Camps – Will continue to be offered twice a week. Basketball and tennis will be held at Fireman’s Park while soccer and lacrosse will be held at the soccer complex.
- ✓ Mr. Kroll summarized the program stating it is imperative to focus on improving children’s problem solving skills, self-esteem and social skills while enhancing their overall health and well being.
 - Councilman Hanley questioned if one male/one female counselor will be available to assist with trips to the bathroom. Mr. Kroll responded one male/one female counselor will be assigned to each group.
 - Councilman Hart questioned the overall cost of the program. Mr. Kroll responded he does not have exact figures; however, revenue generated from running the program will help offset some of the cost.

TOWN ENGINEER JASON FOOTE

- Lexington Green neighborhood flooding update
 - ✓ Supervisor Meegan reported responses were received from Governor Cuomo’s office, County Executive Mark Poloncarz and the Small Business Administration regarding the Lexington Green neighborhood flooding. Senator Gallivan reached out to Governor Cuomo and received a response that the 2013-2014 state operating budget appropriated \$200 million dollars to assist localities (families, businesses and municipalities) that have suffered from a natural or manmade disaster. Congressman Higgins suggested a study be done on the creek to better understand what had occurred. The Army Corps of Engineers contacted the town and met with engineers and town officials to discuss the flooding.
 - ✓ Code Enforcement Officer John Gullo reported that representatives from the Small Business Administration will be available to assist residents with the application process for low interest loans on Wednesday February 19th – 27th (tentative dates) at Winchester Community Church. Representatives will be available for 9 hours on weekdays and 4 hours on Saturday Feb. 22nd. Information will be forthcoming as to how residents will be notified.
 - ✓ Town Engineer Jason Foote stated he met with the Army Corps of Engineers (ACOE) on January 30th to review the flooding that occurred in the Lexington Green neighborhood. Based on discussions it was established that flooding was attributed to an ice jam near the Harlem Road bridge, possibly caused by a fallen tree. The downed tree has since been removed from the creek. The ACOE outlined available programs the town can pursue. Specifically mentioned was Section 205 of the 1948 Flood Act allowing the town to initiate a procedure authorizing the ACOE to perform

a feasibility study to evaluate what needs to take place. If a project develops from the study, costs will be shared and funding split (65% federally funded and 35% town funded). A letter has been drafted to ACOE for the Supervisor to sign if the board wishes to pursue this option. The ACOE stressed public awareness of possible occurrences in flood plains and the need to educate the public.

- Councilman Hanley questioned if the feasibility study was time sensitive and if funding had to be available in order for it to be an option. Mr. Foote was unaware of any issues that would be time sensitive.
- ✓ Code Enforcement Officer John Gullo stated that going forward emergency information can be put on the town's website and he suggested a Code Red demonstration for the next work session. Chief Denz stated he would like to meet with the school system regarding Code Red and discuss the possibility of sharing the service.

TOWN ATTORNEY CHARLES GRIECO

- A special use permit for a motorcycle school on tonight's agenda was discussed. Supervisor Meegan suggested the permit be granted for one year and prior to renewal be reviewed to ensure the school has been a good neighbor. Mr. Grieco stated a special use permit can be granted for one year and be subject to review at that time. Councilman Hanley questioned the hours of operation and suggested there be a day of rest for the neighbors. Code Enforcement Officer John Gullo responded he would have to look at the application for hours of operation, noting this was previously located on Union Road with no complaints.

HIGHWAY SUPT. MATTHEW ENGLISH

- The poor condition of North America Drive in the Industrial Park was discussed. After meeting with the Engineering Department, Mr. English suggested an emergency capital project be initiated. Town Engineer Jason Foote stated the repair will include the reconstruction of North America Drive from Union Road to Ransier Drive and Ransier Drive from North America Drive to the south. He feels the process needs to be expedited to enable his department to go forward with the bidding process. The project will not include drainage, taps or sidewalks and it will have to be bonded. Councilman Hart commented that the town doesn't own the industrial park. Supervisor Meegan agreed but stated the roads were dedicated to the town years ago when the park was built and nothing was set aside to maintain them. There are a number of tractor trailers that travel through the industrial park and they are taking a toll on the roads.

CHIEF DENZ

- Requested an Executive Session to discuss personnel issues.

SENIOR SERVICES DIRECTOR MARY JOSEFIK

- Legislator Joseph Lorigo spoke to seniors this date of a possible scam in town regarding utilities.

COUNCILMAN HART

- A West Seneca Responds committee has been formed under the auspices of the Community of Churches and is working with other organizations to first assist Lexington Green residents. Rev. John Klatt of St. John's Lutheran Church agreed to take leadership of the committee. Schools will play a role in developing a process for disbursement of funds raised thus far (approximately \$29,000). Committee goals are not only to provide assistance to Lexington Green residents, but to put in place a permanent committee that will respond instantly to events as they occur. The committee through the Community of Churches will provide crews willing to perform reconstruction work free of labor costs. A letter will be sent suggesting residents not hire anyone until this information is available. Volunteer crews similar to Habitat for Humanity will perform work such as insulation, carpeting, flooring etc. Fees for building permits in the Lexington Green neighborhood will be waived. Councilman Hart thanked all the volunteers and both the Recreation and Engineering Departments for their hard work. Supervisor Meegan mentioned several local unions are also willing to do work free of labor costs.

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to Executive Session at 4:20 P.M. to discuss personnel matters with Chief Denz.

Ayes: All

Noes: None

Motion Carried

The board members returned from Executive Session at 5:30 P.M.

The work session concluded at 5:30 P.M.

JACQUELINE A FELSER, TOWN CLERK