

Supervisor Meegan called the work session to order at 3:00 P.M. with the Pledge of Allegiance to the Flag led by Town Clerk Jacqueline Felser.

**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 Supt.  
Daniel Denz Police Chief  
Luke Malecki Finance Director  
Jessica Tempest Finance Director  
Steven Tanner Town Engineer  
Mary Josefiak Sr. Recreation Therapist of Sr. Services  
Lauren Masset Recreation Supervisor  
Dale J. McCabe Town Justice  
Laura Devine EBC Human Resource  
Kelly Keem EBC Human Resource

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 RESOURCES DEPARTMENT**

- Laura Devine and Kelly Keem from EBC updated the board members & department heads
  - ✓ Moving into office space in the Burchfield Center
  - ✓ Regular office hours will be established
  - ✓ Going through personnel files; updates and corrections being made as needed
  - ✓ Working with department heads on new hire process and will do upcoming training
  - ✓ Starting to go through policies and procedures; received clarification on white collar breaks and lunches
  - ✓ Issues being addressed are mail delivery between buildings and smoking on town property (must be 100 feet from building)
  - ✓ Distributed H/R contact sheet to department heads

Supervisor Meegan stated the Human Resources (HR) Department/EBC has been working the past month to identify files and put them in place, especially important for upcoming union contract negotiations. Department heads should contact the HR Department directly with any employee issues. Appointments are required for anyone who wishes to visit that office. Supervisor Meegan stated the HR office is secure and all personnel files are kept in secure areas at Town Hall and the Highway Department.

**TOWN JUSTICE DALE MCCABE**

- New server required to keep the department updated; funds available in the budget and through JCAP grant

**TOWN ENGINEER STEVEN TANNER**

- Sanitary sewer update (see attached documentation)
  - ✓ Inspected 700 basements for illegal connections; found about 60 problems, 35-40 have been fixed
  - ✓ Identified areas where sewers are too small (East & West Road to 15"; Orchard Park Road to 48")
  - ✓ Outfitted pump stations with SCADA controls; 7 pumps were replaced, 9 pumps were rebuilt; masonry was repointed at Leydecker Road, Plant 5 & Plant 6; \$3.5 million of lining work
  - ✓ Completed Phase I, II & III; Phase IV designed but no bid date set
  - ✓ Mr. Kims questioned if a home without a sump pump needs to have one installed. Mr. Tanner responded written law in this case will not be enforced because this creates undue hardship on homeowners. Basement inspections and requirements to properly connect sump pumps will provide sufficient reduction in stress on the public sewer system.
- Change order for Commerce Drive – This was an emergency project so documents were put together quickly. Drainage changes were made on plans but changes did not make the spreadsheet so quantity estimates were wrong for trench & culvert excavation and select granular fill. Total for change order #2 is \$288,493.85; \$500,000 from NYS is going toward this project
- Councilman Hart requested that a representative from the Engineering Department be present at each Town Board meeting.

**FINANCE DIRECTOR LUKE MALECKI**

- Working on year end 2014 figures; meeting with department heads on budget variances then will meet with board members to review past year
- Working with firm to set up external audit; scheduled for mid-March
- Working on FEMA application
- Jessica Tempest working on smart data for new purchasing cards

**CODE ENFORCEMENT OFFICER JOHN GULLO**

- Requested executive session for legal matter
- Working together on collaborative effort concerning breaking up ice when it begins to melt

**HIGHWAY SUP'T. MATTHEW ENGLISH**

- Two items for executive session

**SENIOR RECREATION THERAPIST OF SENIOR SERVICES MARY JOSEFIK**

- Received new van from Erie County as per \$1.00/yr lease agreement; exchanged an older van previously received from the county

**TOWN ATTORNEY JOHN FENZ**

- Houghton Place project easements; Engineering Department to circulate and obtain signatures
- Meeting with Environmental Commission regarding tree ordinance; proposed draft of revised tree ordinance to be provided at upcoming meeting
- Met with Padraic Walsh on Gaelic games at West Seneca Soccer Complex; future meetings to be scheduled with focus on incorporating adequate usage fees
- DASNY grant; Town Engineer Steven Tanner working to receive funding
- St. Bonaventure project – Town Engineers Steven Tanner & Brian Kulpa walked through the building and are determining costs to update; should have detailed report in two weeks
- Farmer's market agreement looks good; Supervisor Meegan asked Mr. Fenz to secure insurance certificates from each vendor
- Updating Town Attorney's office so it is user friendly for new personnel
- One issue for executive session

**SUPERVISOR MEEGAN**

- Parking lot project will not begin until July, after Community Days. This will coincide with the demolition of the Kiwanis building (with plans to remove asbestos; implode; then cover up). Recreation Department and Youth Theater will be moved to the third floor on Mill Road. The recreation program will be run out of the ice rink this summer. Grantwriter Connie Miner is looking for money to put these offices above the lobby at the ice rink, thus allowing many town departments to be housed on one campus.

**EXECUTIVE SESSION**

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to Executive Session at 4:20 P.M. to discuss nine employee issues and four legal matters.

Ayes: All

Noes: None

Motion Carried

The work session concluded at 5:50 P.M.

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**JACQUELINE A FELSER, TOWN CLERK**