

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

TOWN BOARD PROCEEDINGS
Work Session
April 7, 2014

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 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
Jean Nihill Comptroller
Richard Henry Town Engineer
Mary Josefiak Sr. Rec. Therapist of Sr. Services
Craig Kroll Recreation Director

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

CODE ENFORCEMENT OFFICER JOHN GULLO

- Discussed different options for electrical inspections - Approximately 1000 electrical permits are issued annually; currently there are two (2) approved third party firms that perform inspections, collect fees and report back to the town. Three different options of inspection were presented:
 - Approval of two additional firms as electrical inspectors
 - Hire a part-time electrical inspector and manage the system ourselves/collect fees
 - Hire an exclusive third party firm from which the town would receive a percentage

A proposal was received from Atlantic-Inland, Inc. with a standard rate fee schedule. Supervisor Meegan questioned the town's exposure if they were to hire an exclusive outside subcontractor. Town Attorney Charles Grieco will review the town's options, research the question of liability and report back to the board.

- Update on Mass Notification System – A quote of \$13,000 has been received; waiting for receipt of two additional quotes; Grantwriter Connie Miner suggested using NY Alert; met with Orchard Park Emergency Services and they agreed to work together.

HIGHWAY SUPT. MATTHEW ENGLISH

- Requested executive session to discuss a purchasing matter.

CHIEF DENZ

- Requested executive session to discuss four personnel matters.

TOWN ATTORNEY CHARLES GRIECO

- Presented a draft environmental assessment form (EAF) for Erie County Water Authority conversion for review. Basically a transfer of ownership is being proposed. No other changes are taking place except improvements to the system. There is no environmental impact; however, a SEQR determination still has to be made. Negative declaration language is being proposed and can be adopted at the same time as the Memorandum of Understanding. The EAF was reviewed with Town Engineer Richard Henry who concurred it is pertinent to take action now vs. waiting for construction to begin. If draft is acceptable a resolution can be prepared and presented at the next Town Board meeting. Supervisor Meegan requested Comptroller Jean Nihill establish Fund 5 grant funds of \$400,000 for Erie County Water Authority.
- Discussed agenda item for correcting deed for 300 Harlem Road
- Will sign opinion of municipal counsel for police expansion once Supervisor Meegan signs the contract; Supervisor Meegan signed the contract this date
- Supervisor Meegan presented a scope of services for a human resources firm and suggested proceeding with a request for quotes (RFQ) for an independent contractor for human resources with annual service costs not to exceed the 2014 budgeted amount of \$50,000. Town Attorney Charles Grieco was asked to prepare an RFQ. Mr. Grieco questioned if Public Sector HR Consultants had responded to an RFQ and Councilman Hart stated it was a verbal request.
- Meeting with DEC on flood control project is scheduled for Wednesday, April 9th at 1:00 P.M.

COMPTROLLER JEAN NIHILL

- Requested executive session to discuss a personnel matter.
- Supervisor Meegan requested Comptroller Jean Nihill establish Fund 5 of \$1.25 million for North America Drive and \$250,000 in grant funds for ADA compliance at Senior Center and Town Hall.

TOWN ENGINEER RICHARD HENRY

- Worked with bond counsel on bond resolution for three streets - Commerce Parkway, Stephenson Street and Hilltop Court/Beechwood Drive
- Sanitary sewer project – discussed change order #2 for additional costs due to unsuitable soil; significant deducts will not increase overall cost of project
- Received and discussed quotes for performing a sonar evaluation of 36" pipe (main sewer trunk line) that goes to the city
- Burchfield Comfort Station – project has been awarded and will commence when contracts are finalized

SENIOR RECREATION THERAPIST OF SENIOR SERVICES MARY JOSEFIK

- Prescription Drug Dropoff in conjunction with Health & Safety Fair sponsored by Senator Patrick Gallivan will be held on Saturday, April 26th at Senior Citizens Center. Councilman Hanley questioned if labels have to be removed from drug bottles. Mrs. Josefiak responded it is preferred labels be left on so drugs are identifiable.

- Councilman Hart referred to an agenda item for rate increases for part-time senior center employees and questioned if there is a pay schedule in place. Mrs. Josefiak responded that a pay scale does not exist, but the employees had not received a raise since 2011. Councilman Hart suggested Mrs. Josefiak propose a pay scale for the part-time employees and present it to the board members.

RECREATION DIRECTOR CRAIG KROLL

- Requested that a separate Summer Camp budget line be created
- Summer program brochure is out; first day to register for camp and other summer programs is Saturday, April 12th

SUPERVISOR MEEGAN

- Questioned the status of the public hearing scheduled for tonight's meeting. Notice of the hearing was not published, but the public was notified by letter. Town Attorney Charles Grieco suggested holding the public hearing and then adjourning it until the next meeting for a vote.
- A volunteer would like to walk dogs at the town's animal shelter. Supervisor Meegan asked Town Attorney Charles Grieco to review her proposal which includes a Volunteer Code of Conduct and release form similar to what is offered in the City of Buffalo.
- Rescheduled May 5th board meeting and work session to May 12th. Asked Comptroller Jean Nihill if May 22nd meeting was necessary for approval of warrant. Ms. Nihill responded her office will work around the rescheduling and a meeting on the 22nd is not necessary.

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to Executive Session at 3:40 P.M. to discuss drug testing & background checks, police prescription payments, highway reserves and personnel matters.

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