

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

TOWN BOARD PROCEEDINGS
Work Session
March 14, 2016

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

ROLL CALL: Present - Sheila M. Meegan Supervisor
Eugene P. Hart Councilman
William P. Hanley Jr. Councilman
John Fenz Town Attorney
Jacqueline A. Felser Town Clerk
Matthew D English Highway Sup't.
John Gullo Senior Code Enforcement Officer
Daniel Denz Police Chief
Steven Tanner Town Engineer
Mary Josefiak Senior Recreation Therapist of
Senior Services
Lauren Masset Youth Service Coordinator
Emily Josefiak Secretary to the Supervisor

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

HUMAN RESOURCES - LAURA DEVINE & KELLY KEEM

- Laura Devine provided an update regarding the Employee Assistance Program
 - ✓ will schedule a one hour EAP training session with department heads
 - ✓ department heads will select topics for employee training sessions (i.e. sexual harassment, substance abuse, customer service)
 - ✓ three one hour training sessions are available for white and blue collar employees per year
- Electronic timekeeping update
 - ✓ Reminder on Monday's is available for department heads
 - ✓ clarification on one-half sick day or vacation time is 3.5 hours; current practice may not reflect contract provisions
 - ✓ Ready to eliminate paper timesheets and change to electronic only timekeeping

SENIOR CODE ENFORCEMENT OFFICER JOHN GULLO

- Demolition of houses approved by Town Board in May 2015
 - ✓ experienced problems with approval from HUD as they wanted to repair the houses instead
 - ✓ one of the houses was finally approved for demolition by HUD and the town will be reimbursed for the cost
- 180 electricians licensed
- 150 plumbing/sewer contractors licensed

- Updates on the SPCA project
 - ✓ downsized building by several thousand square feet which required a new plan review; Planning Board Chairman Robert Niederpruem was consulted regarding a slight elevation change
 - ✓ code enforcement provided a list of corrections for their drawings and they are awaiting a response
 - ✓ anticipate application for building permit in the next week
 - ✓ Town Engineer Steven Tanner stated a new stormwater plan was provided to engineering for review; additional comments may be forthcoming
 - ✓ Supervisor Meegan announced there will be a ribbon cutting event within the next 30 days to mark groundbreaking
- Abandoned homes
 - ✓ Councilman Hanley suggested checking phone numbers posted in front of abandoned houses as he knows interested parties do attempt to contact the numbers listed
 - ✓ Mr. Gullo explained the list of properties is maintained by Housing Inspector Doug Busse and is updated quarterly; Mr. Busse is working with the county and the list of properties is shrinking considerably
 - ✓ licensing property managers will be considered

TOWN ENGINEER STEVEN TANNER

- Bid openings
 - ✓ both water system projects came in under budget
 - ✓ Angle Road to be resurfaced by the Highway Department this year
 - ✓ Boncroft Drive repaving project next year under CDBG
 - ✓ Theresa Court Reconstruction Project also under budget
 - ✓ E & R Construction was low bidder for Boncroft Drive and Theresa Court projects
 - ✓ DJM Construction was low bidder for East & West Road/Angle Road project; references were checked and were favorable.
- NYSDOT will need to move a manhole and a light pole while completing work on the Harlem Road bridge over Buffalo Creek
 - ✓ the town needs to sign an agreement acknowledging the work to be done by NYSDOT or the town
 - ✓ costs will be covered by NYSDOT
- Requesting a bid date for Rosewood Drive project
- Upcoming public information meetings at the senior citizens center
 - ✓ Theresa Court project – Wednesday, March 16th @ 6:30 P.M.
 - ✓ Rosewood project - Wednesday, March 23rd @ 6:30 P.M.
 - ✓ Comprehensive Plan update - Tuesday, March 22nd with an open house from 5:30 to 7 P.M. where the committee and consultants will be available to the public followed by a public hearing @ 7 P.M.

- ✓ Library project - Tuesday, March 29th @ 6:30 P.M.; will include a presentation about the additional square footage and its usage, financing and engineering estimates, and options for the exterior façade; input from residents is encouraged; Supervisor Meegan and Councilman Hart emphasized the breadth of the project is much more than simply a library expansion - the building is going to be more of a community center and will fill needs that currently exist (town office space for Finance Department, Town Attorney & HR Department; a meeting center; other community activities such as bringing in the Chamber of Commerce)
- ✓ Code Red will be used to remind residents of meetings as appropriate
- Out-of-district sewer agreement for Westgate Estates; there is capacity to handle this and the town will receive a fee from Orchard Park
- Engineering will be installing plastic dishes under manhole covers to catch grit and dirt from the street as well as keep most of the rain water out of the sewer system

YOUTH SERVICE COORDINATOR LAUREN MASSET

- First annual Skate with the Easter Bunny was very successful; all 150 skating tickets were sold out and more people stayed for the other activities
- Luke Gould Memorial Hockey Tournament will be held Sunday, March 20th at the ice rink; there will be no open skate that day
- Summer day camp is filling up; be sure to register as soon as possible

SENIOR RECREATION THERAPIST OF SENIOR SERVICES MARY JOSEFIK

- Town Band was displaced by demolition of the Kiwanis Building and is now using the senior center for practices; they questioned the need for 501c3 designation as a non-profit organization; it was agreed they would not need 501c3 designation because they do not raise funds, however, Councilman Hart noted having that status may make them eligible for grants
- St. Patrick's Day celebration Thursday, March 17th @ 11 A.M.; Bishop Timon students will be providing the sound system and a line dancing group will be performing; dinner is available for \$3 and will be served at noon
- Congressman Higgins' semi-annual information table will be held March 15th
- Income tax assistance will be available the week of March 21st; volunteers from the service collaborative organization that used to be known as AmeriCorps will be on hand to help senior citizens with their taxes
- Erie County will be holding Narcan training Tuesday, March 15th
 - ✓ Supervisor Meegan will be meeting Avi Israel, founder of Save the Michaels of the World, regarding the current drug problem
 - ✓ Mr. Israel would like to hold a public forum at the senior center or one of the high schools

TOWN ATTORNEY JOHN FENZ

- Cazenovia Creek Project - \$114,000 is required for corrections to the structure to allow it to work better; this is the town's portion of the project that is being completed by the Army Corps of Engineers; expected to start in the beginning of June and be completed before the end of August

TOWN CLERK JACQUELINE FELSER

- Due to lack of business, going forward the Town Clerk's office will no longer be open the second Saturday of the month; alternative times for issuance of town ID cards are available by contacting the office

COUNCILMAN HANLEY

- Pending legislation will hold utility marketers accountable to prove cost savings; marketers have asked Gov. Cuomo to hold off on signing the legislation until some language is addressed; regardless of this delay, Councilman Hanley will work with Town Attorney John Fenz and Buildings & Grounds Sup't. Steve Amoia to go forward with a request for quotes

COUNCILMAN HART

- Comprehensive Plan committee will meet Tuesday, March 15th @ 7 P.M. at the Burchfield Nature & Art Center

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hanley, to recess to executive session at 4:05 P.M. to discuss labor issues.

Ayes: All

Noes: None

Motion Carried

The board members returned from executive session at 5:00 P.M.

JACQUELINE A FELSER, TOWN CLERK