

**WEST SENECA TOWN OFFICES
1250 UNION ROAD
WEST SENECA, NY 14224**

**TOWN BOARD PROCEEDINGS
REORGANIZATION MEETING
January 5, 2017**

Supervisor Meegan called the meeting to order at 6:20 P.M. with 30 seconds of silent prayer followed by the Pledge of Allegiance led by Councilman Hart.

ROLL CALL: Present – Sheila M. Meegan Supervisor
Eugene P. Hart Councilman
William P. Hanley Jr. Councilman

Absent - None

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

The meeting was dedicated to the memory of James Keane and Anthony Tarquini.

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve Item Nos. 1 – 57 as follows:

1) Elected town officials shall be salaried as follows effective January 1, 2017:

Supervisor	Sheila M. Meegan	\$72,500
Council Members (2)	Eugene P. Hart	\$21,000
	William Hanley	\$21,000
Town Clerk	Jacqueline A. Felser	\$58,351
Highway Supt.	Matthew D. English	\$86,694
Town Justices (2)	Shannon Filbert	\$40,749
	Jeffrey M. Harrington	\$40,749

and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel

- 2) John J. Fenz will continue as Town Attorney for a term set pursuant to Town Law §24 at an annual salary of \$75,000 effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 3) Appoint Tina Hawthorne and Jon Minear as Town Prosecutors at an annual salary of \$8,500 each effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 4) Retain Drescher & Malecki LLP as the town's Director of Finance at the following discounted hourly rates: partners \$175; managers/supervisors \$125; seniors \$100; staff \$65
- 5) Retain Clark, Patterson, Lee as the provider of engineering services to the town at a cost not to exceed \$125,000 per year

- 6) Retain Harris Beach PLLC as bond counsel for the Town of West Seneca for all financing matters, noting services will be performed at the fees and charges as described in the Harris Beach bond counsel engagement agreement dated December 19, 2016 and the Supervisor is hereby authorized to complete and execute a retainer agreement with said firm for all financing matters in substantially the same form as the December 19, 2016 agreement for the Town of West Seneca
- 7) Authorize the Supervisor to enter into a shared services agreement with the Town of Orchard Park effective January 1, 2017 through December 31, 2017 to share the services of the town's electrical inspector, and pursuant to the terms of the agreement, the Town of Orchard Park shall reimburse the town quarterly in an amount equal to forty-percent of all costs associated with the appointed electrical inspector
- 8) Authorize the Supervisor to sign the Assessor's renewal agreement with the Town of Elma effective January 1, 2017 through December 31, 2017, noting the amount of this agreement is \$45,161.02
- 9) Authorize the Supervisor to sign the grant consulting agreement with Connie D. Miner in the amount of \$27,500 annually in equal monthly installments effective January 1, 2017 through December 31, 2017
- 10) Appoint Jacqueline A. Felser as Registrar of Vital Statistics at an annual salary of \$4062 effective January 1, 2017, all fees to go to the General Fund, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 11) On the recommendation of Town Clerk Jacqueline Felser, appoint Amy Kobler as Deputy Registrar of Vital Statistics at an annual salary of \$1661 effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 12) On the recommendation of Town Clerk Jacqueline Felser, appoint Amy Kobler as First Deputy Clerk effective January 1, 2017 with an annual stipend of \$2,500 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 13) On the recommendation of Town Clerk Jacqueline Felser, appoint Laurine Fischione as Second Deputy Clerk effective January 1, 2017 with an annual stipend of \$1,000 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 14) On the recommendation of the Town Justices, appoint Maureen Brownsey as Liaison for the Courts effective January 1, 2017 with an annual stipend of \$1,500 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel

- 15) On the recommendation of Highway Superintendent Matthew English, appoint Gregory Zimmerman as Deputy Highway Superintendent effective January 1, 2017 at an annual salary of \$6,000 and that he act in the capacity of the Highway Superintendent in the event of his absence for any reason (i.e. vacation, illness, etc.) and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 16) Appoint Dennis M. Osinski, Steven Disalvo and Robert Borucki to the Board of Plumbing Examiners effective January 1, 2017 at an annual stipend of \$500 each
- 17) Appoint Ed Simoncelli and Robert MacDonald to the Board of Electrical Examiners effective January 1, 2017

18) Appoint the following to the West Seneca Environmental Commission:

2 year term effective January 1, 2017 – December 31, 2018

Evelyn Hicks (chair)	James Caruso	Richard Rutkowski
Karl Spencer	Michael Wass	

1 year term effective January 1, 2017 – December 31, 2017

Camie Jarrell P.E.	Lauren Masset	Dave Monopololus
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Youth – 1 year term effective January 1, 2017 – December 31, 2017

Matthew Roche

Associate Members - Emily Baker, Richard Corbetta, Amy Kobler, Matt D. Poole

- 19) Appoint William Josefiak to the Library Board effective January 1, 2017 for a five (5) year term ending December 31, 2021
- 20) Set the annual salaries of the Zoning Board of Appeals and Planning Board at \$5,946 for the Chairman of each board and \$4,032 each for the other members of each board effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel, noting that members of each board will be paid one-twelfth of their annual salary with absences paid at the discretion of the Chairman; however, three (3) missed meetings could be reason for removal from the board
- 21) Appoint Michael Hughes to the Zoning Board of Appeals effective January 1, 2017 for a five (5) year term ending December 31, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel

- 22) Appoint Robert Niederpruem Jr. to the Planning Board effective January 1, 2017 for a seven (7) year term ending December 31, 2023 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 23) Appoint Jacqueline A. Felser as Secretary to the Planning Board at an annual salary of \$4,300 effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 24) Appoint Jacqueline A. Felser as Secretary to the Zoning Board of Appeals at an annual salary of \$4,300 effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 25) Appoint Anthony Alessi, Michael Shea, and Mark Kwiatkowski of West Seneca as Civil Officers of the Town of West Seneca effective January 1, 2017 for the purpose of service of process, etc. without remuneration from the town
- 26) Appoint David Baker to the Board of Assessment Review for a 5 year term effective January 1, 2017 and expiring September 30, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 27) Members of the Board of Assessment Review are subject to the call of the Assessor at an annual stipend of \$500 each and the Chairman of the Board of Assessment Review at an annual stipend of \$750 effective January 1, 2017
- 28) Appoint the following officials and employees not represented by the Collective Bargaining Agreement recognized by the Town of West Seneca to the following positions with salaries effective January 1, 2017:

Daniel Denz	Chief of Police	\$ 147,201.00
Michael Boehringer	Assistant Chief of Police	\$ 130,251.00
John Gullo	Senior Code Enforcement Officer	\$ 85,266.00
Dina Weixlmann	Secretary to Highway Sup't.	\$ 48,380.52
Emily Josefiak	Secretary to the Supervisor	\$ 48,380.52
Katie Hourihan	Clerk to the Town Justices	\$ 42,523.22
Tammie Maurino	Clerk to the Town Justices	\$ 48,380.52

and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel

- 29) Appoint Matthew English as Dog Control Officer at an annual stipend of \$7,000 effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel

- 30) Appoint Donna Mazur to a one (1) year term as Bingo Inspector for the Town of West Seneca at an annual salary of \$1,800 with said term commencing January 1, 2017 and expiring December 31, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 31) Appoint Jon F. Minear as Americans with Disabilities Officer and Harassment Compliance Officer for the Town of West Seneca with an annual stipend of \$1,000
- 32) Appoint John Gullo as part-time Natural Disaster Services Coordinator at an annual salary of \$6,000 effective January 1, 2017 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel
- 33) Appoint Eric Conley and Daniel McCartan as Assistant Disaster Coordinators at a stipend of \$200 per incident effective January 1, 2017
- 34) Town funds shall be deposited in the West Seneca offices of the following banks effective January 1, 2017:
 - M & T Trust Co. - Operating, Trust & Agency, Payroll, Workers Compensation, P & A, General Investment, Reserves Account
 - Evans National Bank - Operating
 - J.P. Morgan Chase - Operating, Capital
- 35) Authorize all funds of the Construction and Improvement Account to be maintained by a consolidated bank account, but the town shall continue to maintain a separate Improvement Account at all times as recommended by the state auditors
- 36) Pursuant to §25 of the Town Law and §11(2) of the Public Officers Law, approve execution of a Public Employee's Blanket Bond issued by Fidelity Deposit Company covering all officers and employees including the Supervisor, Town Clerk, Superintendent of Highways and two (2) Town Justices for the sum of \$200,000 per occurrence, and be it further resolved that the undertaking shall be effective January 1, 2017, noting that a \$2,500 deductible will apply to the bond
- 37) Designate the West Seneca Bee as the Official Newspaper with the Buffalo News or local Pennysaver used at the discretion of the Board

- 38) Grant the following titles of department heads, elected or appointed officials and certain other full-time employees not covered by contract provisions between the town and Blue and White Collar CSEA or the West Seneca PBA, extended benefits including Blue Shield or equivalent plan costs as well as other health and welfare fund related benefits in accordance with the CSEA White Collar contract or equivalent with the exception of the Chief of Police and Assistant Chief of Police who are granted benefits pursuant to the contract with the West Seneca PBA. These will include the following: Town Clerk; Highway Superintendent; (2) Town Justices; Town Attorney; Secretary to Supervisor; (2) Clerks to Town Justices; Secretary to Highway Superintendent; Senior Code Enforcement Officer.
- 39) Pursuant to §119(1) of Town Law, authorize the Town Clerk the ability to draw warrants to pay any claims for fixed salaries, for principal and interest on bonded or refunded debt or other loans on the legal or stated compensation of officers or employees of the town or accounts becoming due upon lawful contracts for periods not exceeding one (1) year
- 40) All vouchers for claims upon the town shall be acceptable for audit in the manner set forth in the Procurement and Purchasing Policy adopted by the town on July 27, 2015
- 41) The mileage rate allowed to public officials and town employees shall be tied to Internal Revenue regulations and in the manner set forth in the policy adopted by resolution of the Town Board
- 42) The town will continue its Procurement Policy in the manner set forth in the Procurement and Purchasing Policy adopted by the town on July 27, 2015
- 43) Create petty cash funds/change funds as follows:
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| Accounting and Financial Consulting Services | \$ | 250.00 |
| Town Clerk | \$ | 200.00 |
| Receiver of Taxes | \$ | 500.00 |
| Highway Superintendent | \$ | 250.00 |
| Police Confidential Investigation | \$ | 2,500.00 |
| Police Department | \$ | 500.00 |
| Recreation | \$ | 250.00 |
| Justice Court | \$ | 250.00 |
| Senior Citizens | \$ | 200.00 |
- 44) Town Hall offices shall be open 9:00 A.M. to 5:00 P.M. Monday through Friday
- 45) The West Seneca Senior Center shall be open to the public 8:30 A.M. to 4:30 P.M. Monday through Friday

- 46) Employ R.A. Mercer & Co., P.C. to prepare the annual audit and also any other services that may be called for by order of the Town Board at a fee not to exceed \$45,000 & additional services involving accounting standards and consultations shall not exceed \$10,000 and shall receive prior approval of the Town Board
- 47) Authorize the Supervisor to sign checks for the West Seneca Library pursuant to §259 of the Education Law
- 48) Authorize the Supervisor and/or the provider of Accounting and Financial Consulting Services to the town to temporarily invest town monies not needed for immediate expenditure; and further, the Town Board adopts and authorizes the Supervisor and/or the provider of Accounting and Financial Consulting Services to the town to comply with the Investment Policy and Guidelines as originally adopted by the Town Board on 12/18/89 and amended on 12/17/12
- 49) Add the following list of banks to the town's Investment Policy for use at the discretion of the Supervisor and/or the provider of Accounting and Financial Consulting Services:

Key Bank of W.N.Y., N.A.	Bank of America	Citizens Bank
M & T Bank	J.P. Morgan Chase	First Niagara Bank
Evans National Bank		

- 50) To the extent possible, regular meetings of the Town Board where not otherwise specified will be held at 7:00 P.M. in the West Seneca Town Hall Court Room according to the below schedule and any emergency meeting at the call of the Supervisor. Special meetings shall be held at the call of the Town Clerk of the Town of West Seneca upon written request of at least two (2) members of the Town Board. Notice in writing stating the time, place and purpose of the special meeting shall be served personally upon each member of the Town Board at least forty eight (48) hours before the date fixed for holding the meeting. Only business specified in the notice thereof may be transacted at a special meeting. In accordance with the Open Meeting Law, the public and news media shall be given reasonable notice of any special meeting and all further executive sessions shall be public except for specific purposes allowed by law.

DATE	TIME	MEETING TYPE
January 9, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
January 23, 2017	7:00 PM	Town Board Meeting
February 6, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
February 27, 2017	7:00 PM	Town Board Meeting
March 13, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
March 27, 2017	7:00 PM	Town Board Meeting
April 6, 2017	3:00 PM	Town Board Meeting

50) (continued)

April 24, 2017	7:00 PM	Town Board Meeting
May 8, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
May 22, 2017	7:00 PM	Town Board Meeting
June 12, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
June 26, 2017	7:00 PM	Town Board Meeting
July 10, 2016	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
July 24, 2017	3:00 PM	Town Board Meeting
August 7, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
August 21, 2017	3:00 PM	Town Board Meeting
September 7, 2017	3:00 PM	Town Board Meeting
September 18, 2017	7:00 PM	Town Board Meeting
October 2, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
October 16, 2017	7:00 PM	Town Board Meeting
October 30, 2017	7:00PM	Town Board Meeting
November 13, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
November 27, 2017	7:00 PM	Town Board Meeting
December 11, 2017	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
December 28, 2017	3:00 PM	Town Board Meeting

- 51) No town vehicles shall be used for personal use and all town vehicles, including the equipment in the Highway Department, shall be identified by decals with the exception of the Police Department vehicles used for detective work and the Police Chief's car and direct the Supervisor to ensure that decals are placed on all cars except those mentioned; town vehicles for take home use shall be provided to the Chief of Police and Highway Superintendent; town vehicles shall not leave the town limits except for use on official town business.
- 52) Equipment of the town shall not be used for personal use.
- 53) In the interest of energy conservation, the operation of a log shall be continued for each town-owned truck and vehicle as relating to mileage, destination and task accomplished, said log to be reviewed by department head and forwarded monthly to committee chairman responsible for that office; further, no town-owned vehicle except Police Department vehicles shall be left running at any location for any reason; and further, all town vehicles of various department heads, except police and highway, shall be left at Town Hall for general use while individuals are on vacation or any extended time off.

54) Set the following rules relating to use of Highway Department personnel and equipment for emergencies:

- West Seneca Highway Department is authorized to provide for emergency assistance to the local school systems, fire districts and other municipalities if personnel or equipment are requested;
- An emergency must exist and have been declared in the Erie County municipality requesting assistance;
- Highway Superintendent will promptly notify the Supervisor of such action and a written summary will be immediately given to the Town Clerk and Town Attorney outlining the details of the emergency service, including the Emergency Operations Center;
- Town equipment will be operated by West Seneca employees in the majority of work situations; however, slow-moving vehicles (roller), stationary equipment (air compressor or pumps) and light tools may be loaned to another Highway Department to be used and operated by their employees and fees may be assigned to the municipality that receives long term aid; and
- West Seneca Highway Superintendent is authorized to request aid from other towns in Erie County and non-West Seneca personnel and equipment will work under the supervision of the West Seneca Highway Superintendent.

55) Designate Town Attorney John J. Fenz as Step 3 Grievance Officer effective January 1, 2017 without remuneration

56) Appoint Mark Koller as the town's Fair Housing Officer & Affirmative Action Officer effective January 1, 2017 at an annual stipend of \$1,200, and further, direct Mr. Koller to submit an annual report documenting matters handled

57) In accordance with NYS law, adjust the minimum wage from \$9 per hour to \$9.70 per hour effective December 31, 2016

Ayes: All

Noes: None

Motion Carried

Supervisor Meegan announced the following personal appointments and committees for the year 2017, noting she will also be a member of each committee:

Deputy Supervisor - Matthew English

COMMITTEES and/or LIASONS:

Utility Advisory	Steve Amoia, William P. Hanley Jr., John Fenz, Robert Niederpruem Jr.
Engineering & Spec. Districts	Sheila M. Meegan
Police & Public Safety	Sheila M. Meegan
Senior Citizens	Eugene P. Hart
Recreation	William P. Hanley Jr.
Library Advisory	Eugene P. Hart
Highway	Sheila M. Meegan
Insurance	Sheila M. Meegan
Capital Projects	Sheila M. Meegan, Eugene P. Hart, William P. Hanley Jr., Matthew English, Richard Henry, John Fenz
Town Attorney	William P. Hanley Jr.
Justice Court	Eugene P. Hart
Town Clerk's Office	Sheila M. Meegan
Town Assessor's Office	Eugene P. Hart
Building and Plumbing Dept.	Eugene P. Hart
Revenue Development Committee	Sheila M. Meegan, Eugene P. Hart William P. Hanley Jr.
Safety & Accident Review	William P. Hanley Jr.
Comprehensive Planning Committee	Chairman Eugene P. Hart; Co-Chairman Brian Kulpa
Environmental Conservation Committee	Sheila M. Meegan, Eugene P. Hart William P. Hanley Jr.
Band Shell Committee	Eugene P. Hart
Solid Waste Committee	Eugene P. Hart
Employee Assistance Program	William P. Hanley Jr.
Human Resources	William P. Hanley Jr., John Fenz

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EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to executive session at 6:25 P.M. to discuss a contractual issue.

Ayes: All

Noes: None

Motion Carried

Board members returned from executive session at 7:55 P.M.

ADJOURNMENT

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adjourn the meeting at 7:55 P.M.

Ayes: All

Noes: None

Motion Carried



JACQUELINE A FELSER, TOWN CLERK