

West Seneca Senior Services Advisory Board Meeting Minutes.

July 16th, 2024, 6:15 PM Meeting
@ West Seneca Senior Center
4620 Seneca St West Seneca NY 14224

The meeting was called to order by Chairwoman Broka at 6:15PM

1. Roll Call:

Present: Chairwoman Broka, Member Busse (who is now acting senior director),
Member Stephens, Member Halady, Senior Services Liaison Councilman Jeff Piekarec

Excused Absence: Member Baron

Senior Services Director: Position Vacant

2. Approval of Minutes from last Advisory Board Meeting:

Motion By Broka, 2ND By Stephens to approve the minutes.

Motion passed 4-0

3. Nomination and vote for New Secretary: after discussion between board members on the role of the board secretary, the appointment of a secretary was tabled until the next meeting when all members are present. Motion by Halady, 2nd by Busse, Motion Passed: 4-0

Councilman Jeff Piekarec agreed to be acting secretary for this board meeting.

4. Discuss departure of prior Senior Director, update on search for new director, and interim chain of command structure at the senior center:

Councilman Piekarec: The town board accepted resignation of Senior Director Jen Stanek, as she wished to pursue a new opportunity in the private sector. Senior Clerk Georgi Busse is now the acting senior services director until a new director is hired. Civil service list has been canvased, job has been posted on town website, town social media account, and on indeed. The position is a union position, and applicant has to either live in West Seneca or move into West Seneca after being hired. Some Interviews have been conducted, but no candidate has been hired yet.

5. Provide a general overview of the job duties of the Senior Director, Recreation Leader Positions.: Board members read through the duties of both positions which are listed on the erie county civil service list.

6. Acting Senior Services Director general to update on membership, activities, events schedule. 2024 budget spending so far: Current membership is 2,710 of that membership 1,763 members are woman, 639 of the members are men. Activities

are continuing to run as normal. There is high demand for pickleball and fitness classes. Van Service is running at capacity and is in need of an additional van. Upcoming events are posted on town website.

7. Councilman Piekarec, overview of 2025 budget process: Department Heads submit their budget request by August 1st. Meetings between the town supervisor, finance director, department head and council liaison in early august. Town Supervisor work with finance department to prepare tentative budget which must be submitted by October 1st. Town board then holds budget work session. Afterwards, town board has opportunity to pass budget amendments before adopting preliminary budget. A public hearing is then held on the preliminary budget. The town board then has the opportunity to make additional amendments before adopting the 2025 budget. All amendments require a majority vote to pass. The budget must be adopted by November 20th.

8. Discussion of Senior Center Department Head Budget Request for 2025 Acting Director Busse discussed staff, equipment, and supply costs with the advisory board. She is still working on the senior services department proposed 2025 budget request.

9. Councilman Piekarec updates on Town Facilities Space/Usage/proposed town code update.: at the July 29th town board meeting there will be a public hearing on updating the town code in regards to storage of town records. Currently the code mandates that records be stored at the town senior center. He said this is the first step towards the town moving the records room out of the senior center and into the new highway garage offices. The councilman also stated that he expects the electrical maintenance department and some storage rooms to also move from the senior center to the highway garage during the next 12 months. He said this will open up additional space on the lower floor of the center for senior services activities.

10. Discussion of Senior Center Vans: acting director Busse updated the board on the need for a new van, currently the town has requested in with the county for a new van. Councilman Piekarec stated that a new van might be included in the 2025 budget, or that the town may apply for a grant for a new van. Either way he would like to see the center get a new van in 2025. He said he will be talking with county legislator Lorigo about the county van request.

11. Issues of the public: about 10 members of the public were present at the meeting: a few general comments were made requesting that a new director be hired soon, additional fitness classes be added in the future, questions about the budget process and funding levels. Members of the audience also expressed their love for the senior center. Board members and council liaison responded to each question and comment until the crowd had no more questions or comments.

12. Adjournment: Motion By Broka, 2nd by Halady to adjourn the meeting at 7:44PM
Motion Passed 4-0

Minutes prepared by Acting Secretary Councilman Jeff Piekarec