

**WEST SENECA COURTROOM
1250 Union Road
West Seneca, NY 14224**

**TOWN BOARD PROCEEDINGS
Reorganizational Meeting
January 13, 2025**

The Town Board Reorganizational meeting will be held in the West Seneca Court Room at 6:00 PM.

1. Motion by _____, seconded by _____, that Stephen Stachowski and Anthony Marecki be appointed as Town Prosecutors at an annual salary of \$8,500, each effective January 1, 2025.
2. Motion by _____, seconded by _____, that Stephen Stachowski be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2025, and act as counsel to the Zoning Board of Appeals.
3. Motion by _____, seconded by _____, that Anthony Marecki be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2025, and act as counsel to the Board of Ethics.
4. Motion by _____, seconded by _____, that Lisa Scibetta be appointed American with Disabilities Officer and Harassment Compliance Officer for the Town of West Seneca.
5. Move to reappoint Erik Finbar, SCA, to the position of Town Assessor effective October 1, 2025, through September 30, 2031. This 6-year term is in accordance with NYS real property law 310.
6. Motion by _____, seconded by _____, that Eric Sailor be re-appointed to the Planning Board effective January 1, 2025, for a seven-year term ending December 31, 2031.
7. Motion by _____, seconded by _____, that Amelia Greenan be re-appointed to the Zoning Board of Appeals effective January 1, 2025, for a five-year term ending December 31, 2029.
8. The Highway Superintendent announces that Nicholas Gugliuzza is appointed Deputy Highway Superintendent effective January 1, 2025, at an annual stipend of \$6,000.
9. The Chief of Police announces that Captain James Unger has been selected as Emergency Management Liaison at an annual stipend of \$6,000 pursuant to the PBA contract.
10. The Town Clerk announces that Molly Martin is appointed Deputy Clerk effective January 1, 2025, at an annual stipend of \$2,500 as set in the 2025 budget.
11. Motion by _____, seconded by _____, that Kate Newton be appointed Registrar of Vital Statistics, at an annual salary of \$4,062 effective January 1, 2025, all fees collected to go to the Town General Fund.
12. Motion by _____, seconded by _____, on the recommendation of the Town Clerk, that Molly Martin be appointed Deputy Receiver of Taxes at an annual salary of \$1,839 effective January 1, 2025.
13. Motion by _____, seconded by _____, on the recommendation of the Town Clerk, that Molly Martin be appointed Deputy Registrar of Vital Statistics at an annual salary of \$1,661 effective January 1, 2025.
14. Motion by _____, seconded by _____, that Kate Newton be appointed as Secretary to the Planning Board, at an annual salary of \$4,300, effective January 1, 2025.

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15. Motion by _____, seconded by _____, that Kate Newton be appointed as Secretary to the Zoning Board of Appeals, at an annual salary of \$4,300, effective January 1, 2025.
16. Motion by _____, seconded by _____, that Molly Martin be appointed as Secretary to the Ethics Board, at an annual salary of \$1,200 effective January 1, 2025.
17. Motion by _____, seconded by _____, that Molly Martin be appointed as Secretary to the Historical Preservation Commission, at an annual salary of \$1,200 effective January 1, 2025.
18. Motion by _____, seconded by _____, that Molly Martin be appointed as Secretary to the Environmental Commission, at an annual salary of \$1,200 effective January 1, 2025.
19. Motion by _____, seconded by _____, that Molly Martin be appointed as Secretary to the Recreation Commission, at an annual salary of \$1,200 effective January 1, 2025.
20. Motion by _____, seconded by _____, that Brian Adams be appointed as Dog Control Officer at an annual stipend of \$7,000 effective January 1, 2025.
21. Motion by _____, seconded by _____, that Thomas Murtha, be appointed to a one-year term as Bingo Inspector for the Town of West Seneca at an annual salary of \$1,200, with said terms commencing January 1, 2025, and expiring on December 31, 2025.
22. Motion by _____, seconded by _____, that Eric Conley be appointed Emergency Manager at a salary of \$28.00 per hour, per incident, effective January 1, 2025.
23. Motion by _____, seconded by _____, that John Monson and Dan McCarten be appointed Deputy Emergency Managers at a salary of \$23.00 per hour, per incident, effective January 1, 2025.
24. Motion by _____, seconded by _____, that Mark Koller be appointed as the Town's Fair Housing Officer & Affirmative Action Officer effective January 1, 2025, at an annual stipend of \$1,200 and further direct Mr. Koller to submit a yearly report documenting matters handled by the end of the year.
25. Motion by _____, seconded by _____, that James Pace be reappointed as Town Historian with an annual stipend of \$4,500.
26. Motion by _____, seconded by _____, on the recommendation of the Town Justices, that Maureen Brownsey and Katie Almeida share the appointed role as Administrative Court Liaison effective January 1, 2025, with an annual stipend of \$3,000 each.
27. Motion by _____, seconded by _____, that Clark, Patterson and Lee be hired as the provider of Engineering Services to the Town at a cost not to exceed \$137,500 per year to be paid in a purchase order format with an allowance of up to \$62,500 in payments to be made during the year 2025 with said purchase order format being written on an hourly unit price basis for each service provided and a written quotation requested for hourly services by the pay scale and incorporated into the purchase order; and the

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Supervisor is hereby authorized to complete and execute a professional services agreement with said firm for engineering services not to extend beyond the year 2025.

28. Motion by _____, seconded by _____, that Steven DiSalvo and Angel Bustamante be appointed to the Board of Plumbing Examiners effective January 1, 2025, at an annual stipend of \$500 each.
29. Motion by _____, seconded by _____, that Ed Simoncelli and Dennis Kremblas be appointed to the Board of Electrical Examiners effective January 1, 2025.
30. Motion by _____, seconded by _____, that Ryan Taylor, Barbara Lipiew, and Robert Amadon be re-appointed to the Environmental Commission for 2-year terms effective January 1, 2025 - December 31, 2026.
31. Motion by _____, seconded by _____, that Kathleen Duffy be appointed to the Environmental Commission for a 2-year term effective January 1, 2025 - December 31, 2026.
32. Motion by _____, seconded by _____, that Haris Ismail be appointed to the Environmental Commission to fill a vacancy that expires on December 31, 2025.
33. Motion by _____, seconded by _____, that Robert Amadon be re-appointed chair of the Environmental Commission.
34. Motion by _____, seconded by _____, that Paul Lang be re-appointed to the Historical Preservation Commission for a 3-year term ending December 31, 2027.
35. Motion by _____, seconded by _____, that Cynthia Johnson be re-appointed to the Library Board for a five-year term ending December 31, 2029.
36. Motion by _____, seconded by _____, that the annual salaries of the Zoning Board of Appeals (ZBA) and Planning Board be set at \$5,946 for the Chair of each Board, and \$4,032 each for the other members of each Board effective January 1, 2025, noting that members of each board will be paid one-twelfth of the annual salary, with any absences to be paid at the discretion of the Chair. Members of the Planning Board and ZBA who are absent from three consecutive board meetings or greater than 30% of the total number of meetings in any calendar year may be removed by the Town Board after notice and a public hearing.
37. Motion by _____, seconded by _____, that Michael Shea of West Seneca, New York be appointed Civil Officer of the Town of West Seneca effective January 1, 2025, for the purpose of service of process, etc. without remuneration from the Town.
38. Motion by _____, seconded by _____, that Thomas Bilski be appointed to the Board of Assessment Review for a 5-year term effective January 1, 2025, for a term expiring September 30, 2029.
39. Motion by _____, seconded by _____, that, at the recommendation of Assessor Erik Finbar, Thomas Furmann be removed from the Board of Assessment Review for lack of attendance.

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40. Motion by _____, seconded by _____, that the members of the Board of Assessment Review be subject to the call of the Assessor, at an annual stipend of \$500 each and the Chair of the Board of Assessment Review at an annual stipend of \$750, effective January 1, 2025.
41. Motion by _____, seconded by _____, that Harris Beach Murtha Cullina PLLC be retained as bond counsel to the Town of West Seneca for all financing matters. Services will be performed at the fees and charges as described in the Harris Beach bond counsel engagement agreement dated February 7, 2023.
42. Motion by _____, seconded by _____, to authorize the Supervisor to sign the grant consulting agreement with Rotella Grant Management in the amount of \$30,000 a year in equal monthly installments effective January 1, 2025, through December 31, 2025.
43. Motion by _____, seconded by _____, that the salaries of the following Officials and Employees not represented by the Collective Bargaining Agreement recognized by the Town of West Seneca are established as follows effective January 1, 2025:
- a. Judith Kindron - \$87,400.00
 - b. Brian Cosgrove - \$159,527.00
 - c. William Pelow - \$138,719.00
 - d. Dina Weixlmann - \$58,539.50
 - e. Teresa Stacey - \$59,598.29
 - f. Amelia Greenan - \$78,750.00
 - g. Chris Trapp - \$74,263.00
 - h. Erik Finbar - \$133,900.00 (shared with the Town of Lancaster)
 - i. Lisa Scibetta - \$80,000.00
44. Motion by _____, seconded by _____, that the Town funds be deposited in the West Seneca Offices of the following banks, effective January 1, 2025:
- a. M&T Trust Co. - Operating, Trust & Agency, Payroll, Workers Compensation, P & A, General Investment, Reserves Account.
 - b. Evans National Bank - Operating, Trust & Agency
 - c. J.P. Morgan Chase - Operating, Capital
45. Motion by _____, seconded by _____, that the Town Board does hereby authorize all funds of the Construction and Improvement Account to be maintained by a consolidated bank account, but that the Town continues to maintain a separate Improvement Account as recommended by the State Auditors.
46. Motion by _____, seconded by _____, that the Town Board approves the blanket purchase order for utilities for the 2025 fiscal year:
- a. Telephone: \$99,000 Avaya, Level 3/Centurylink, Spectrum, Verizon Wireless, Verizon Fios
 - b. Electricity: \$675,000 NYSEG, National Grid
 - c. Gas: \$95,000 National Fuel
 - d. Water: \$105,000 Erie County Water Authority

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47. Motion by _____, seconded by _____, that the Town Board of the Town of West Seneca, pursuant to §25 of the Town Law and §11(2) of the Public Officers Law, hereby approves the execution of a public employee's blanket bond, covering the Supervisor, Deputy Supervisor, Town Board, Town Clerk, Receiver of Taxes and Assessments, Collector, Superintendent of Highways, Director of Finance and two Town Justices for the sum of \$100,000 and be it further resolved that the undertaking shall be effective within thirty (30) days after commencement of the term on January 1, 2025.
48. Motion by _____, seconded by _____, that the West Seneca Bee be designated as the Official Newspaper, and that the Buffalo News be used at the discretion of the Town Clerk.
49. Motion by _____, seconded by _____, that the following titles of Town Department Heads, elected or appointed officials, and certain other full-time employees not covered by contractual provisions between the Town and either the Blue or White Collar CSEA Units or the West Seneca PBA be granted extended benefits, including health and welfare fund related benefits, in accordance with the CSEA White Collar Contract or the equivalent thereof, with the exception of the Chief of Police and Assistant Chief of Police, who are granted said benefits in accordance with the West Seneca PBA Contract or the equivalent thereof. Those individuals to whom this is applicable shall include the Supervisor, Town Clerk, Highway Superintendent, Assessor, Deputy Supervisor, Secretary to Highway Superintendent, Director of Finance, Municipal Director of Human Resources, Chief of Police, and Assistant Chief of Police. In addition to the health insurance benefits set forth in the CSEA White Collar Contract or West Seneca PBA, said elected or appointed officials shall also be entitled to the Blue Cross Blue Shield Gold Plan. The extended benefits granted to elected or appointed officials shall not include contractual wage or salary increases or other monetary allowances, including longevity, except for the Town Court Clerks to the Town Justices who will mimic the salaries and longevity increases in Group 5 of the White Collar Union Contract and the Highway Superintendent's secretary, who will mimic the salaries and longevity increases in Group 3 of the White Collar Union Contract.
50. Motion by _____, seconded by _____, that pursuant to §119(1) of the Town Law, the Town Clerk be authorized 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 from January 1, 2025.
51. Motion by _____, seconded by _____, that the Town continue its Procurement Policy in the manner set forth in the Procurement and Purchasing Policy adopted by the Town and as may be amended.
52. Motion by _____, seconded by _____, that the Town Board continue its Agenda Procedure and Rules of Order as approved by the Town Board and as may be amended.
53. Motion by _____, seconded by _____, that 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.

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54. Motion by _____, seconded by _____, that the mileage rate allowed to public officials and Town employees be the same as the Federal Internal Revenue Service regulations and in the manner set forth in the policy adopted by resolution of the Town Board.
55. Motion by _____, seconded by _____, that Petty Cash Funds/Change Funds be created as follows:
- a. Accounting and Financial Consult. Services: \$250
 - b. Town Clerk: \$350
 - c. Receiver of Taxes: \$500
 - d. Highway Superintendent: \$250
 - e. Police Confidential Investigation: \$2,500
 - f. Police Department: \$500
 - g. Recreation: \$300
 - h. Justice Court: \$250
 - i. Senior Citizens: \$200
56. Motion by _____, seconded by _____, that the Town Hall offices be open 9:00 A.M. to 5:00 P.M. five days per week unless otherwise directed by the Town Board or the Supervisor.
57. Motion by _____, seconded by _____, that the Town Supervisor be authorized to sign checks for the West Seneca Library, pursuant to §259 of the Education Law.
58. Motion by _____, seconded by _____, that the Supervisor and/or Director of Finance to the Town be authorized to temporarily invest Town monies not needed for immediate expenditure. And further, the Town Board adopts and authorizes the Supervisor and/or Director of Finance to the Town to comply with the Investment Policy and Guidelines as originally adopted by the Town Board.
59. Motion by _____, seconded by _____, that the following list of Banks be added to the Town Investment Policy for use at the discretion of the Supervisor and/or the Director of Finance: Key Bank of W.N.Y., N.A., Bank of America, Citizens Bank, M & T Bank, J.P. Morgan Chase, Evans National Bank, New York Cooperative Liquid Assets Securities System (NYCLASS).
60. Motion by _____, seconded by _____, that to the extent possible, regular meetings of the Town Board, will be held in Courtroom located in the West Seneca Town Hall on the second and fourth Mondays of every month, except as noted.

Monday, January 13, 2025 – Reorganization and regular meeting

Monday, January 27, 2025

Monday, February 10, 2025

Monday, February 24, 2025

Monday, March 10, 2025

Monday, March 24, 2025

Monday, April 14, 2025

Monday, April 28, 2025

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Monday, May 12, 2025

Thursday, May 29, 2025 – Moved due to Memorial Day

Monday, June 9, 2025

Monday, June 23, 2025

Monday, July 14, 2025

Monday, July 28, 2025

Monday, August 11, 2025

Monday, August 25, 2025

Monday, September 8, 2025

Monday, September 22, 2025

Wednesday, October 1, 2025 – Budget Work Session in the Community Center/Library

Thursday, October 16, 2025 – Moved due to Columbus Day

Monday, October 27, 2025

TBD - Public Hearing for 2026 budget

Monday, November 10, 2025

Monday, November 24, 2025

Monday, December 8, 2025

Monday, December 22, 2025

Special meetings shall be held at the call of the Supervisor or of the Town Clerk upon written request of at least two 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 Board at least 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.

61. Motion by _____, seconded by _____, that the Town Board subject to the provisions of Section 284 of the Highway Law, enter into an agreement with the Superintendent of Highways that moneys levied and collected in the Town for the repair and improvement of highways and received from the State for State Aid for the repair and improvement of highways shall be expended pursuant the terms set forth therein.
62. Motion by _____, seconded by _____, that no Town vehicles be used for personal use, and all Town vehicles including the equipment in the Highway Department, 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.
63. Motion by _____, seconded by _____, that no Town equipment may be used for personal use.
64. Motion by _____, seconded by _____, that the Town Board sets the following rules relating to use of Highway personnel and equipment for emergencies:

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- a. 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; and
- b. An emergency must exist and have been declared in the Erie County municipal corporations requesting assistance; and
- c. Highway Superintendent will promptly notify the Supervisor of such action. 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; and
- d. 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.
- e. West Seneca Highway Superintendent is authorized to request aid from other towns in Erie County. Non-West Seneca personnel and equipment will work under the supervision of the West Seneca Highway Superintendent.

65. The Supervisor announces the following liaison and committee appointments for the year 2025:

- a. Supervisor Gary Dickson
 - Legal Department
 - Finance Department
 - Code Enforcement/Buildings Department
 - Engineering Department
 - Insurance
 - Town Courts
 - Erie County Sewer District 1 Board of Managers
 - Rotella Grant Management
 - Human Resources
 - AIS IT Services
- b. Councilman Robert Breidenstein
 - Police Department
 - WS schools
 - Recreation Department
 - Recreation Commission
 - Planning Board
- c. Councilwoman Susan Kims
 - Erie County Sewer District 1 Board of Managers
 - Northeast South Towns (NEST) Solid Waste Management Board
 - Zoning Board of Appeals
 - Ethics Board
 - Historical Preservation Commission
 - Library Advisory Board
 - Internal Audit Committee
- d. Councilman Jeff Piekarec
 - Fire Districts

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Senior Center
Senior Advisory Committee
Assessor's Office

- e. Councilman Scott Robertson
 - Highway Department
 - Town Clerk
 - Buildings & Grounds Department
 - Environmental Commission
 - Internal Audit Committee

66. Motion by _____, seconded by _____, to adjourn.