

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

**TOWN BOARD PROCEEDINGS**  
**Work Session**  
**November 5, 2018**

Supervisor Sheila M. Meegan called the work session to order at 3:00 P.M. with the Pledge of Allegiance.

<b>ROLL CALL:</b>	Present	-	Sheila M. Meegan	Supervisor
			William P. Hanley, Jr.	Councilman
			John Fenz	Town Attorney
			Jacqueline Felser	Town Clerk
			Jeffrey Baksa	Code Enforcement Officer
			Daniel Denz	Chief of Police
			Steven Tanner	Town Engineer
			Megan Wnek	Director of Finance
			Lauren Masset	Recreation Supervisor
			Mary Josefiak	Senior Recreation Therapist of Senior Services
			Laura Devine	Director of Human Resources
			Emily Melski	Secretary to Supervisor
	Absent	-	Eugene P. Hart	Councilman

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

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#### **DIRECTOR OF FINANCE MEGAN WNEK**

- Enterprise Fleet Management offers open ended equity leasing of vehicles and explained the benefits of the leasing process - Councilman Hanley questioned if there is a maintenance agreement and a mileage restriction. Ms. Wnek responded there is a maintenance agreement and there are no mileage restrictions.
- Three detectives were budgeted for under the police officer line. Their salaries have been moved to 1.3120.153 and this does not affect the amount budgeted.
- New accounting system went live October 1<sup>st</sup>; purchase order system will be mandatory effective January 1<sup>st</sup>; meetings with all departments have been set up to encourage early implementation of the system

#### **TOWN ENGINEER STEVEN TANNER**

- Sewer backup on Seneca Street over the weekend was caused by a post in the sewer main; Erie County is helping with the repair
- Major waterline repair on Greenhill Terrace will take place on Wednesday; there will be no water for eight hours that day and residents have been notified

#### **HUMAN RESOURCE DIRECTOR LAURA DEVINE**

- NYS Sexual Harassment Law is now in effect; training with employees will begin shortly

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**SENIOR RECREATION THERAPIST OF SENIOR SERVICES MARY JOSEFIK**

- Hiring of new van driver - Robert Mayer will replace an employee that recently passed away
- Veterans Day celebration lunch on Friday, November 9th

**RECREATION SUPERVISOR LAUREN MASSET**

- Enchanted Path event had 473 visitors
- Breakfast with Santa tickets go on sale next week

**CHIEF DENZ**

- Winter parking ban goes into effect November 15<sup>th</sup>; no parking on the street from 1:00 A.M. – 7:00 A.M.

**EXECUTIVE SESSION**

Motion by Supervisor Meegan, seconded by Councilman Hanley, to recess to executive session at 3:20 P.M. to discuss a matter relating to appointment, employment or promotion of a particular person.

Ayes: All

Noes: None

Motion Carried

The board members returned from executive session at 4:45 P.M. and the work session concluded.

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**JACQUELINE A FELSER, TOWN CLERK**