

TOWN BOARD PROCEEDINGS
 REORGANIZATION MEETING
 January 2, 2019
 (6:00 p.m.)

1. Moved by _____, seconded by _____ that the elected Town Officials are salaried as follows:

Supervisor	Sheila M. Meegan	\$72,500
Council Members (2)	Eugene P. Hart	\$21,000
	William Hanley	\$21,000
Town Clerk	Jacqueline A. Felser	\$61,305.25
Highway Supt.	Matthew D. English	\$93,359.68
Town Justices (2)	Shannon Filbert	\$42,965.44
	Jeffrey M. Harrington	\$42,965.44

2. Moved by _____, seconded by _____, to accept the resignation of John J. Fenz, Town Attorney, effective December 31, 2018 and authorize the Supervisor to execute the necessary forms for Erie County Personnel.

3. Moved by _____, seconded by _____, that Tina Hawthorne be appointed as Town Attorney for a term set pursuant to Town Law §24 at an annual salary of \$70,000 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

4. Moved by _____, seconded by _____, that Kimberly S. Conidi and Jon F. Minear be appointed as Town Prosecutors at an annual salary of \$8,500, each effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

5. Moved by _____, seconded by _____, that Kimberly S. Conidi be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms from Erie County Personnel, noting the Deputy Town Attorney's services shall be limited to providing counsel to the Zoning Board of Appeals.

6. Moved by _____, seconded by _____, that John F. Minear be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms from Erie County Personnel, noting the Deputy Town Attorney's services shall be limited to providing counsel to the Board of Ethics.

7. Moved 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 \$75,000.00 per year.

8. Moved by _____, seconded by _____, that Harris Beach 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 December 12, 2018, 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 said December 12, 2018 agreement, for the Town of West Seneca.

9. Moved by _____, seconded by _____, to authorize the Supervisor to sign the Assessor's renewal agreement with the Town of Elma effective January 1, 2019 through December 31, 2019. The amount of this agreement is \$47,600.81
10. Moved by _____, seconded by _____, to authorize the Supervisor to sign the grant consulting agreement with Connie D. Miner in the amount of \$30,000 a year in equal monthly installments effective January 1, 2019 through December 31, 2019.
11. Moved by _____, seconded by _____, that Jacqueline A. Felser be appointed Registrar of Vital Statistics, at an annual salary of \$4,062 effective January 1, 2019, all fees collected to go to the Town General Fund, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
12. Moved by _____, seconded by _____, on the recommendation of the Town Clerk, that Amy Kobler, be appointed Deputy Registrar of Vital Statistics at an annual salary of \$1,661 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
13. Moved by _____, seconded by _____, on the recommendation of the Town Clerk Jacqueline A. Felser that Amy Kobler, be appointed First Deputy Clerk effective January 1, 2019, with an annual stipend of \$2,500.
14. Moved by _____, seconded by _____, on the recommendation of the Town Clerk Jacqueline A. Felser that Laurine Fischione, be appointed Second Deputy Clerk effective January 1, 2019, with an annual stipend of \$1,000.
15. Moved by _____, seconded by _____, on the recommendation of the Town Justices, that Maureen Brownsey, be appointed Liaison for the Courts effective January 1, 2019, with an annual stipend of \$1,500.
16. Moved by _____, seconded by _____, on the recommendation of Highway Superintendent Matthew English, that Kevin Smith be appointed Deputy Highway Superintendent effective January 1, 2019, 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, e.g. vacation, illness, etc. and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
17. Moved by _____, seconded by _____, that Dennis M. Osinski and Steven DiSalvo be appointed to the Board of Plumbing Examiners effective January 1, 2019, at an annual stipend of \$500 each.
18. Moved by _____, seconded by _____, that Ed Simoncelli and Dennis Kremblas be appointed to the Board of Electrical Examiners effective January 1, 2019.
19. Moved by _____, seconded by _____, that James Pace be appointed at Town Historian at an annual salary of \$4,500 effective January 1, 2019.

20. Moved by _____, seconded by _____, that the following be appointed to the Environmental Commission:

1 year term effective January 1, 2019 – December 31, 2019

Evelyn Hicks (chair)

Camie Jarrell P.E.

Karl Spencer

2 year term effective January 1, 2019 – December 31, 2020

Emily Baker

Lauren Masset

Richard Rutkowski

Michael Wass

1 year term effective January 1, 2019 – December 31, 2019

Amy Kobler

2 year term effective January 1, 2019 – December 31, 2020

Aubrey Murphy

Youth – 1 year term effective January 1, 2019 – December 31, 2019

Matthew Roche

Associate Members

21. Moved by _____, seconded by _____, that Patricia Wass appointed to the Library Board effective January 1, 2019 for a five (5) year term ending December 31, 2023.

22. Moved by _____, seconded by _____, that the annual salaries of the Zoning Board of Appeals and Planning Board be set at \$5,946 for the Chairman of each Board, and \$4,032 each for the other members of each Board effective January 1, 2019 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 the annual salary with absences paid at the discretion of the Chairman; however, three (3) missed meetings could be reason for removal from the board.

23. Moved by _____, seconded by _____, that Timothy Elling be appointed as Chairman of the Zoning Board of Appeals effective January 1, 2019 for a five (5) year term ending December 31, 2023.

24. Moved by _____, seconded by _____, that Dale McCabe be appointed to the Planning Board effective January 1, 2019 for a seven (7) year term ending December 31, 2025.

25. Moved by _____, seconded by _____, that Jacqueline A. Felser be appointed as Secretary to the Planning Board, at an annual salary of \$4,300, effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

- 26. Moved by _____, seconded by _____, that Jacqueline A. Felser be appointed as Secretary to the Zoning Board of Appeals, at an annual salary of \$4,300, effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- 27. Moved by _____, seconded by _____, that Amy Kobler be appointed as Secretary to the Ethics Board, effective January 1, 2019
- 28. Moved by _____, seconded by _____, that Anthony Alessi, Michael Shea, and Mark Kwiatkowski, of West Seneca, New York be appointed Civil Officers of the Town of West Seneca effective January 1, 2019 for the purpose of service of process, etc. without remuneration from the Town.
- 29. Moved by _____, seconded by _____, that Dominic Russo be appointed to the Board of Assessment Review for a 5 year term effective January 1, 2019 for a term expiring September 30, 2023
- 30. Moved 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 Chairman of the Board of Assessment Review at an annual stipend of \$750, effective January 1, 2019.
- 31. Moved by _____, seconded by _____, that the following Officials and Employees not represented by the Collective Bargaining Agreement recognized by the Town of West Seneca are hereby appointed to the following positions with salaries effective January 1, 2019:

<u>Megan Wnek</u>	Director of Finance	\$ 71,750.00
<u>Daniel Denz</u>	Chief of Police	\$ 154,275.85
<u>Michael Boehringer</u>	Assistant Chief of Police	\$ 136,511.19
<u>Dina Weixlmann</u>	Secretary to Highway Superintendent	\$ 50,829.78
<u>Emily Melski</u>	Chief of Staff / Secretary to the Supervisor	\$ 50,829.78
<u>Katie Almeida</u>	Clerk to the Town Justices	\$ 50,829.78
<u>Julie Korczynski</u>	Clerk to the Town Justices	\$ 43,274.38

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

- 32. Moved by _____, seconded by _____, that Matthew English be appointed as Dog Control Officer at an annual stipend of \$7,000 effective January 1, 2019 and authorize the Supervisor to sign the necessary forms for Erie County Personnel.

33. Moved by _____, seconded by _____, that Donna Mazur, be appointed to a one (1) year term as Bingo Inspector for the Town of West Seneca at an annual salary of \$1,800, with said terms commencing January 1, 2019 and expiring on December 31, 2019.
34. Moved by _____, seconded by _____, that Jon F. Minear, be appointed American with Disabilities Officer and Harassment Compliance Officer for the Town of West Seneca, with an annual stipend of \$1,000.
35. Moved by _____, seconded by _____, that Peter Spilsbury be appointed Emergency Manager at a salary of \$25.00 per hour, per incident, effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
36. Moved by _____, seconded by _____, that Eric Conley and Daniel McCartan be appointed Deputy Emergency Managers at a salary of \$20 per hour, per incident, effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
37. Moved by _____, seconded by _____, that the Town funds be deposited in the West Seneca Offices of the following banks, effective January 1, 2019:
- | | | |
|---------------------|---|---|
| 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 |
| Key Bank | - | Workers Compensation |
38. Moved 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 at all times, as recommended by the State Auditors
39. Moved by _____, seconded by _____, that the Town Board approves the blanket purchase order for utilities for the 2019 fiscal year:
- | | | |
|--------------|-----------|---|
| Telephone : | \$110,230 | Verizon Wireless, Verizon Fios, Spectrum, Level 3 |
| Electricity: | \$432,432 | NYSEG, Direct Energy, National Grid |
| Gas: | \$86,000 | National Fuel, National Fuel Resources |
| Water: | \$28,050 | Erie County Water Authority |
40. Moved 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 issued by a Fidelity Deposit Company, covering all officers and employees including Supervisor, Town Board, Town Clerk, Superintendent of Highways, Director of Finance and two (2) Town Justices for the sum of \$500,000 per occurrence and be it further resolved that the undertaking shall be effective January 1, 2019, noting that a \$2,500 deductible will apply to the Bond.

41. Moved by _____, seconded by _____, that the West Seneca Bee be designated as the Official Newspaper, and that the Buffalo News and The Sun be used at the discretion of the Board.
42. Moved by _____, seconded by _____, that the following titles of Town 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 be granted extended benefits including Blue Shield or equivalent plan costs, as well as all 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; Chief of Staff/Secretary to Supervisor; (2) Clerks to Town Justices; Secretary to Highway Superintendent; Director of Finance
43. Moved 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.
44. Moved 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 on July 27, 2015.
45. Moved 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 on July 27, 2015.
46. Moved by _____, seconded by _____, that the mileage rate allowed to public officials and Town employees be tied to Internal Revenue regulations, and in the manner set forth in the policy adopted by resolution of the Town Board.
47. Moved by _____, seconded by _____, that Petty Cash Funds/Change Funds be created as follows:
- | | | |
|--|----|----------|
| Accounting and Financial Consulting Services | \$ | 250.00 |
| Town Clerk | \$ | 350.00 |
| 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 |

48. Moved by _____, seconded by _____, that the Town Hall offices be open 9:00 A.M. to 5:00 P.M. five (5) days per week.
49. Moved by _____, seconded by _____, that the West Seneca Senior Center be open to the public 8:30 A.M. to 4:30 P.M. Monday through Friday.
50. Moved by _____, seconded by _____, that Drescher & Malecki LLP be employed 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 \$40,000.00 & additional services involving accounting standards and consultations shall not exceed \$15,000.00 and shall receive prior approval of the Town Board.
51. Moved by _____, seconded by _____, that the Town Supervisor be authorized to sign checks for the West Seneca Library, pursuant to §259 of the Education Law.
52. Moved 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 on 12/18/89 and amended on 12/17/12.
53. Moved 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 | | |

54. Moved by _____, seconded by _____, that to the extent possible, regular meetings of the Town Board, where not otherwise specified, be held in the **Community Room located in the West Seneca Community Center & Library** as follows:

DATE	TIME	MEETING TYPE
January 2, 2019 (Wednesday)	6:00 PM & 7:00 PM	Reorganizational & Town Board Meeting
January 28, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
February 11, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
February 25, 2019	7:00 PM	Town Board Meeting
March 11, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
March 25, 2019	7:00 PM	Town Board Meeting
April 8, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
April 22, 2019	7:00 PM	Town Board Meeting
May 6, 2019	3:00 PM &	Work Session &

	7:00 PM	Town Board Meeting
May 20, 2019	7:00 PM	Town Board Meeting
June 3, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
June 17, 2019	7:00 PM	Town Board Meeting
July 1, 2019	3:00 PM*	Town Board Meeting
July 15, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
July 29, 2019	3:00 PM*	Town Board Meeting
August 12, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
August 26, 2019	3:00 PM*	Town Board Meeting
September 9, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
September 23, 2019	7:00 PM	Town Board Meeting
October 7, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
October 21, 2019	7:00 PM	Town Board Meeting
November 4, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
November 18, 2019	7:00 PM	Town Board Meeting
December 2, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
December 16, 2019	7:00 PM	Town Board Meeting
December 30, 2019	7:00 PM	Town Board Meeting

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 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.

55. Moved 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.
56. Moved 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 insure that decals are placed on all cars except those mentioned. Town vehicles for take home use shall be provided to the Chief of Police, Highway Superintendent and Supervisor. Town vehicles shall not leave the Town limits except for use on official Town business.

57. Moved by _____, seconded by _____, that no Town equipment may be used for personal use.

58. Moved by _____, seconded by _____, that in the interest of energy conservation, that the operation of a log 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, that no Town-owned vehicle, except Police Department vehicles, be left running, at any location for any reason; and further, that all Town vehicles of various Department Heads, except Police and Highway, be left at the Town Hall for general use while individuals are on vacation, or any extended time off.

59. Moved by _____, seconded by _____, that the Town Board sets the following rules relating to use of Highway personnel and equipment for emergencies:

1. 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;
2. An emergency must exist and have been declared in the Erie County municipality requesting assistance;
3. 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
4. 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
5. 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.

60. Moved by _____, seconded by _____, that John Fenz, Town Attorney, be designated as the Step 3 Grievance Hearing Officer by the Town Board, effective January 1, 2019 without remuneration.

61. Moved by _____, seconded by _____, that Mark Koller be appointed as the Town's Fair Housing Officer & Affirmative Action Officer effective January 1, 2019 at an annual stipend of \$1,200 and further direct Mr. Koller to submit a yearly report documenting matters handled.

62. The Supervisor announces the following personal appointments and committees for the year 2019, noting that she will also be a member of each committee:

Deputy Supervisor Councilman William Hanley

COMMITTEES and or LIAISONS:

Utility Advisory.....	Members	Steve Amoia William P. Hanley Jr Robert Niederpruem, Jr.
Engineering & Spec. Districts.....		Sheila M. Meegan
Police & Public Safety.....		Sheila M. Meegan
Senior Citizen.....		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
Town Attorney.....	Liaison	William P. Hanley Jr.
Justice Courts.....	Liaison	Eugene P. Hart
Town Clerk’s Office.....	Liaison	Sheila M. Meegan
Town Assessor’s Office.....	Liaison	Eugene P. Hart
Building and Plumbing Dept.....	Liaison	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.....Eugene P. Hart
William Hanley
Steve Tanner
Connie Miner

Liaison Members:

Environmental Conservation Committee.....Sheila M. Meegan
Eugene P. Hart
William P. Hanley Jr.

Band Shell CommitteeEugene P. Hart

Solid Waste Committee.....Eugene P. Hart

Employee Assistance Program.....William P. Hanley Jr.
Laura Devine
Emily Melski

Human Resources.....Sheila M. Meegan
Emily Melski