

Supervisor Gary Dickson called the meeting to order at 6:00 P.M. with the Pledge of Allegiance led by Supervisor Dickson.

**ROLL CALL:** Present - Gary Dickson Supervisor  
William Bauer Councilman  
Joseph J. Cantafio Councilman  
William P. Hanley, Jr. Councilman  
Jeff Piekarec Councilman

Absent- None

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1. Motion by Councilman Hanley, seconded by Councilman Bauer, to appoint Tina Hawthorne as Town Attorney for a two-year term set pursuant to Town Law §24 at an annual salary of \$71,750 effective January 1, 2020, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

On the question, Supervisor Dickson stated although Ms. Hawthorne is a very capable family law attorney, he was hoping to find a candidate with more municipal law experience; unfortunately the candidates Supervisor Dickson spoke with did not reside in West Seneca. In the course of discussions it was clear the majority of the Town Board did not agree with the decision. Ms. Hawthorne and Supervisor Dickson have had conversations regarding the impartiality of the Town Attorney and not being a participant in partisan campaigns - the Town Attorney represents the entire Town Board and Supervisor Dickson is sure Ms. Hawthorne will do as such.

Ayes: (3) Councilman Hanley  
Councilman Bauer  
Councilman Cantafio

Noes: (2) Supervisor Dickson  
Councilman Piekarec

Motion Carried

2. Motion by Supervisor Dickson, seconded by Councilman Hanley, that the elected Town Officials be salaried as follows:

Supervisor	Gary Dickson	\$65,000
Council Members (4)	William Hanley	\$21,000
	William Bauer	\$21,000
	Jeffrey Piekarec	\$21,000
	Joseph Cantafio	\$21,000
Town Clerk	Amy Kobler	\$58,000
Highway Supt.	Brian Adams	\$80,000
Town Justices (2)	Shannon Filbert	\$44,040
	Jeffrey M. Harrington	\$44,040

Ayes: All  
Noes: None  
Motion Carried

3. Motion by Supervisor Dickson, seconded by Councilman Bauer, that Kimberly S. Conidi and Jon F. Minear be appointed as Town Prosecutors at an annual salary of \$8,500, each effective January 1, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

4. Motion by Supervisor Dickson, seconded by Councilman Cantafio, that Kimberly S. Conidi be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2020 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.

Ayes: All

Noes: None

Motion Carried

5. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Jon F. Minear be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2020 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.

Ayes: All

Noes: None

Motion Carried

6. Motion by Supervisor Dickson seconded by Councilman Hanley, that Clark, Patterson and Lee be hired as the provider of Engineering Services to the Town at a cost not to exceed \$125,000.00 per year.

On the question, Councilman Bauer stated he is opposed to the format of the payment being a lump sum figure and would like the format of the payment to be in a purchase order format with an allowance for up to \$75,000 in payments to be made during the year 2020. A purchase order should be written on an hourly unit price basis for each service provided, approved by the town and invoiced monthly. A written quotation should be requested for hourly services by the pay scale and incorporated into the purchase order.

Councilman Piekarec expressed his concerns regarding the town being with Clark, Patterson and Lee for the past six years; being a new Town Board, there was not a practical way to bid this service.

Supervisor Dickson stated he believes all the contracts with the town should be examined and rebid if necessary - there was simply not enough time to conduct a formal Request for Proposal.

Councilman Hanley stated currently there is a professional services agreement with Clark Patterson and Lee that guarantees the company \$75,000 capped at \$125,000 per year; anything beyond \$125,000 would need an agreement and Town Board approval to exceed the amount. This contract is for normal engineering services and anything beyond (i.e. pipe breaking in Cazenovia Creek) is extra and not part of engineering services and would come out of the \$50,000 contingency budget.

(continued)

Director of Finance Director Megan Wnek explained the invoices submitted by Clark, Patterson and Lee are broken down in an hourly basis.

Motion by Councilman Bauer, seconded by Councilman Piekarec to amend the motion to include the format of the payment be in a purchase order format with an allowance for up to \$75,000 in payments to be made during the year 2020; a purchase order should be written on an hourly unit price basis for each service provided, approved by the town and invoiced monthly; and a written quotation should be requested for hourly services by the pay scale and incorporated into the purchase order.

Ayes: All

Noes: None

Motion Carried

Motion by Supervisor Dickson, seconded by Councilman Hanley to that Clark, Patterson and Lee be hired as the provider of Engineering Services to the Town with the format of the payment to be in a purchase order format with an allowance for up to \$75,000 in payments to be made during the year 2020; a purchase order should be written on an hourly unit price basis for each service provided, approved by the town and invoiced monthly; and a written quotation should be requested for hourly services by the pay scale and incorporated into the purchase order at a cost not to exceed \$125,000.00 per year.

Ayes: All

Noes: None

Motion Carried

7. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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 January 1, 2020, and the Supervisor is hereby authorized to complete and execute a retainer agreement with said firm for all financing matters for the Town of West Seneca.

On the question, Supervisor Dickson stated the agreement is identical to the previous year and may rebid in future.

Ayes: All

Noes: None

Motion Carried

8. Motion by Supervisor Dickson, seconded by Councilman Bauer, 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, 2020 through December 31, 2020.

On the question, Supervisor Dickson stated Ms. Miner has been the grant writer for many years and has brought in a significant amount of money and is the agreement is for the same amount as the previous year.

Ayes: All

Noes: None

Motion Carried

9. Motion by Supervisor Dickson seconded by Councilman Cantafio, that Amy Kobler be appointed Registrar of Vital Statistics, at an annual salary of \$4,062 effective January 1, 2020, 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.

Ayes: All

Noes: None

Motion Carried

10. Motion by Supervisor Dickson, seconded by Councilman Hanley, on the recommendation of the Town Clerk, that Margaret Martin be appointed Deputy Registrar of Vital Statistics at an annual salary of \$1,661 effective January 1, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

11. Motion by Supervisor Dickson, seconded by Councilman Hanley, on the recommendation of the Town Justices, that Maureen Brownsey, be appointed Liaison for the Courts effective January 1, 2020, with an annual stipend of \$1,500.

On the question, Supervisor Dickson stated he has spoken with Ms. Brownsey, the position is equivalent to being a senior court clerk and she has extra responsibilities in the office and the stipend gets a lot of value for the money.

Ayes: All

Noes: None

Motion Carried

12. Motion by Supervisor Dickson seconded by Councilman Hanley, that Dennis M. Osinski and Steven DiSalvo be appointed to the Board of Plumbing Examiners effective January 1, 2020, at an annual stipend of \$500 each.

Ayes: All

Noes: None

Motion Carried

13. Motion by Supervisor Dickson seconded by Councilman Cantafio, that Ed Simoncelli and Dennis Kremblas be appointed to the Board of Electrical Examiners effective January 1, 2020.

Ayes: All

Noes: None

Motion Carried

14. Motion by Supervisor Dickson seconded by Councilman Cantafio, that the following be appointed to the Environmental Commission:

2-year term effective January 1, 2020 – December 31, 2021 (4)  
Evelyn Hicks, Camie Jarrell, Karl Spencer, Tracy Skalski.

Ayes: All

Noes: None

Motion Carried

15. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Cynthia Johnson be appointed to the Library Board effective January 1, 2020 for a five (5) year term ending December 31, 2024.

Ayes: All

Noes: None

Motion Carried

16. Motion by Supervisor Dickson seconded by Councilman Hanley, 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, 2020 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.

Ayes: All

Noes: None

Motion Carried

17. Motion by Supervisor Dickson, seconded by Councilman Hanley, to accept the resignation of Brendan Najm from the Planning Board effective January 1, 2020 upon appointment to the position of Chief of Staff and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

On the question, Councilman Hanley thanked Mr. Najm for his years of service to the Planning Board.

Ayes: All

Noes: None

Motion Carried

18. Motion by Supervisor Dickson, seconded by Councilman Bauer, that James Frick be appointed to the Planning Board effective January 1, 2020 for a seven (7) year term ending December 31, 2026.

On the question, Councilman Hanley thanked Mr. Don Mendola for his many years of service to the Town of West Seneca and the Planning Board.

Councilman Piekarec expressed his thanks to Mr. Mendola for his many years of service.

Ayes: All

Noes: None

Motion Carried

19. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Eric Sailer be appointed to the Planning Board effective January 1, 2020 to finish a term ending December 31, 2024.

Ayes: All

Noes: None

Motion Carried

20. Motion by Supervisor Dickson, seconded by Councilman Cantafio, that Raymond Nalewajek be appointed to the Planning Board effective January 1, 2020 to finish a term ending December 31, 2023.

Ayes: All

Noes: None

Motion Carried

**WEST SENECA COMMUNITY CENTER  
1300 Union Road  
West Seneca, NY 14224**

**TOWN BOARD PROCEEDINGS  
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21. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Amy Kobler be appointed as Secretary to the Planning Board, at an annual salary of \$4,300, effective January 1, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

22. Motion by Supervisor Dickson, seconded by Councilman Bauer, that Amy Kobler be appointed as Secretary to the Zoning Board of Appeals, at an annual salary of \$4,300, effective January 1, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

23. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Amelia Greenan be appointed as Secretary to the Ethics Board, effective January 1, 2020, at an hourly salary of \$18 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

24. Motion by Supervisor Dickson, seconded by Councilman Cantafio, 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, 2020 for the purpose of service of process, etc. without remuneration from the town.

Ayes: All

Noes: None

Motion Carried

25. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Tom Bilski be appointed to the Board of Assessment Review for a 5-year term effective January 1, 2020, for a term expiring December 31, 2024.

Ayes: All

Noes: None

Motion Carried

26. Motion by Supervisor Dickson seconded by Councilman Hanley, 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, 2020.

Ayes: All

Noes: None

Motion Carried

27. Motion by Supervisor Dickson, seconded by Councilman Bauer, 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, 2020:

Megan Wnek -	\$73,544
Daniel Denz -	\$157,747
Michael Boehringer -	\$139,583
Dina Weixlmann -	\$52,101
Supervisor's secretary -	\$45,441
Katie Almeida -	\$52,101
Teressa Stacey -	\$43,274

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

Ayes: All

Noes: None

Motion Carried

28. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Brian Adams be appointed as Dog Control Officer at an annual stipend of \$7,000 effective January 1, 2020 and authorize the Supervisor to sign the necessary forms for Erie County Personnel.

On the question, Councilman Piekarec made a motion to amend the motion, lowering the stipend to \$1 for Dog Control Officer.

No seconds were received.

On the question, Supervisor Dickson stated although the Highway Superintendant requested to not receive the stipend, the promise of such was made during the campaign before learning his salary was cut by over \$10,000 lowering the straight salary to \$80,000. Supervisor Dickson stated his personal belief that the position should pay more than \$80,000 per year.

Ayes: (3) Supervisor Dickson  
Councilman Hanley  
Councilman Cantafio

Noes: (2) Councilman Bauer  
Councilman Piekarec

Motion Carried

29. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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, 2020 and expiring on December 31, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

30. Motion by Supervisor Dickson, seconded by Councilman Bauer, 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.

Ayes: All

Noes: None

Motion Carried

31. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Eric Conley be appointed Emergency Manager at a salary of \$25.00 per hour, per incident, effective January 1, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

32. Motion by Supervisor Dickson, seconded by Councilman Piekarec, that Peter Spilsbury and Daniel McCartan be appointed Deputy Emergency Managers at a salary of \$20 per hour, per incident, effective January 1, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

33. Motion by Supervisor Dickson, seconded by Councilman Piekarec, that the Town funds be deposited in the West Seneca Offices of the following banks, effective January 1, 2020:

- 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

Ayes: All

Noes: None

Motion Carried

34. Motion by Supervisor Dickson seconded by Councilman Hanley, 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.

Ayes: All

Noes: None

Motion Carried

35. Motion by Supervisor Dickson, seconded by Councilman Hanley, that the Town Board approves the blanket purchase order for utilities for the 2020 fiscal year:

Telephone:	\$178,353.00	Verizon Wireless, Verizon Fios, Spectrum, Level 3
Electricity:	\$343,016.00	NYSEG, Direct Energy, National Grid
Gas:	\$160,784.00	National Fuel, National Fuel Resources
Water:	\$44,819.00	Erie County Water Authority

Ayes: All

Noes: None

Motion Carried



36. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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 Supervisor, Town Board (including Councilman), Town Clerk, Superintendent of Highways, Director of Finance, Collector and Receiver of Taxes and two (2) Town Justices for the sum of \$100,000 and be it further resolved that the undertaking shall be effective within 30 days of January 1, 2020.

Ayes: All

Noes: None

Motion Carried

37. Motion by Supervisor Dickson, seconded by Councilman Piekarec, that the West Seneca Bee be designated as the Official Newspaper, and that the Buffalo News and The West Seneca Sun be used at the discretion of the Board.

Ayes: All

Noes: None

Motion Carried

38. Motion by Supervisor Dickson, seconded by Councilman Cantafio, 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: Supervisor, Town Clerk, Highway Superintendent, (2) Town Justices, Town Attorney, Secretary to Supervisor, (2) Clerks to Town Justices, Secretary to Highway Superintendent, Director of Finance, Chief of Police, and Assistant Chief of Police.

On the question, Councilman Hanley stated the Supervisor hasn't been included in this motion in many years and he believed the last Supervisor to receive health insurance was former Supervisor Paul Clark. Supervisor benefits have not been budgeted for this year; although he is in agreement with the motion, the Supervisor should be removed.

Councilman Bauer stated the Supervisor position did not have healthcare benefits for the past eight years; the approved budget for 2020 does not have finances allocated for this additional cost. The cost of the additional health care benefit to the Town of West Seneca would be over \$25,000 per year, equivalent to a wage increase to the Supervisor to over 38%, only two days into office. Councilman Bauer further stated he is in opposition of the Supervisor receiving the benefits.

Councilman Cantafio stated he understands the budget concerns of Councilman Hanley and Councilman Bauer; however, he believes full time employees deserve quality health care.

Councilman Piekarec stated adding the benefit may attract more people to the position in the future.

(continued)

Supervisor Dickson responded the former Supervisor was given the opportunity to receive the benefits and the wording was taken out approximately two years into her term. Although she did not receive benefits at that time, she picked the in-lieu-of option under the white collar contract. Supervisor Piotrowski, Supervisor Clark, surrounding Town Supervisors and every full time employee receives health insurance. If we want to attract people to run in the future, every full time employee should be treated the same. The former Supervisor was covered by her husband being an employee of the town. Per the contract only one person may receive the benefits.

Councilman Hanley stated he is not here to debate the former Supervisor; she did not receive the benefit or the stipend. The stipend was removed while Councilman Rusinski was on the Town Board. The former Supervisor received benefits the same as if she would have been a stay at home mom through her husband and she never took the stipend. There is not \$28,000 budgeted for Supervisor benefits this year.

Supervisor Dickson replied as per the minutes from 2013 Supervisor Meegan did receive the benefits. To not give the benefits to a full time employee who does not have a spouse working for the town would be a first time occurrence.

Ayes: (3) Supervisor Dickson  
Councilman Piekarec  
Councilman Cantafio

Noes: (2) Councilman Bauer  
Councilman Hanley

Motion Carried

39. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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.

Ayes: All

Noes: None

Motion Carried

40. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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.

On the question, Supervisor Dickson stated the procurement policy will be looked at throughout the year to ensure its efficiency and possibly centralizing purchasing if appropriate.

Councilman Hanley stated there are dollar limits each department head may spend without Town Board approval and supports revisiting the policies in place.

Ayes: All

Noes: None

Motion Carried

41. Motion by Supervisor Dickson, seconded by Councilman Piekarec, 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.

Ayes: All

Noes: None

Motion Carried

42. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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.

Ayes: All

Noes: None

Motion Carried

43. Motion by Supervisor Dickson, seconded by Councilman Hanley, that Petty Cash Funds/Change Funds be created as follows:

- Accounting and Financial Consult. Services: \$250
- Town Clerk: \$350
- Receiver of Taxes: \$500
- Highway Superintendent: \$250
- Police Confidential Investigation: \$2,500
- Police Department: \$500
- Recreation: \$250
- Justice Court: \$250
- Senior Citizens: \$200

Ayes: All

Noes: None

Motion Carried

44. Motion by Supervisor Dickson, seconded by Councilman Bauer, that the Town Hall offices be open 9:00 A.M. to 5:00 P.M. five days per week.

Ayes: All

Noes: None

Motion Carried

45. Motion by Supervisor Dickson, seconded by Councilman Hanley, that the West Seneca Senior Center be open to the public 8:30 A.M. to 4:30 P.M. Monday through Friday.

Ayes: All

Noes: None

Motion Carried



50. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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 3, 2020 (Friday)	6:00 PM	Organization
January 6, 2020 (Monday)	6:00 PM	Town Board Meeting
January 23, 2020 (Thursday)	6:00 PM	Town Board Meeting
February 3, 2020 (Monday)	6:00 PM	Town Board Meeting
February 20, 2020 (Thursday)	6:00 PM	Town Board Meeting
March 2, 2020 (Monday)	6:00 PM	Town Board Meeting
March 16, 2020 (Monday)	6:00 PM	Town Board Meeting
March 30, 2020 (Monday)	6:00 PM	Town Board Meeting
April 13, 2020 (Monday)	6:00 PM	Town Board Meeting
April 27, 2020 (Monday)	6:00 PM	Town Board Meeting
May 11, 2020 (Monday)	6:00 PM	Town Board Meeting
May 28, 2020 (Thursday)	6:00 PM	Town Board Meeting
June 8, 2020 (Monday)	6:00 PM	Town Board Meeting
June 22, 2020 (Monday)	6:00 PM	Town Board Meeting
July 6, 2020 (Monday)	6:00 PM	Town Board Meeting
July 20, 2020 (Monday)	6:00 PM	Town Board Meeting
August 3, 2020 (Monday)	6:00 PM	Town Board Meeting
August 17, 2020 (Monday)	6:00 PM	Town Board Meeting
August 31, 2020 (Monday)	6:00 PM	Town Board Meeting
September 14, 2020 (Monday)	6:00 PM	Town Board Meeting
September 28, 2020 (Monday)	6:00 PM	Town Board Meeting
October 15, 2020 (Thursday)	6:00 PM	Town Board Meeting
October 26, 2020 (Monday)	6:00 PM	Town Board Meeting
November 9, 2020 (Monday)	6:00 PM	Town Board Meeting
November 23, 2020 (Monday)	6:00 PM	Town Board Meeting
December 7, 2020 (Monday)	6:00 PM	Town Board Meeting
December 21, 2020 (Monday)	6:00 PM	Town Board Meeting

Special meetings shall be held at the call of the Supervisor or of the Town Clerk of the Town of West Seneca 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.

Ayes: All

Noes: None

Motion Carried

51. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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.

On the question, Supervisor Dickson stated this agreement is between the Highway Superintendent and the Town Board setting out the amount available for highway repairs for the upcoming year; under the NYS Highway Law the Highway Superintendant has complete autonomy on the operations.

Ayes: All

Noes: None

Motion Carried

52. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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.

On the question, Supervisor Dickson stated he will not bring his assigned car home.

Ayes: All

Noes: None

Motion Carried

53. Motion by Supervisor Dickson, seconded by Councilman Cantafio, that no town equipment may be used for personal use.

Ayes: All

Noes: None

Motion Carried

54. Motion by Supervisor Dickson, seconded by Councilman Hanley, 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.

On the question, Supervisor Dickson inquired if the logs exist.

Highway Superintendent Brian Adams replied there are not set paper logs; logs are tracked through computers and gas pumps. An employee enters their employee number, mileage and vehicle number every time they get fuel. There are daily work order that state what truck is at which job site; to track stop to stop is almost impossible.

(continued)

Supervisor Dickson stated through his conversations with other departments these logs do not exist; the motions were copied from the previous year.

Councilman Hanley stated he never received reports but there is a set of books in highway that identified where each truck was and its purpose.

Motion by Supervisor Dickson, seconded by Councilman Hanley, to table this item to create a workable policy.

Ayes: All

Noes: None

Motion Carried

55. Motion by Supervisor Dickson, seconded by Councilman Hanley, that the Town Board sets the following rules relating to use of Highway personnel and equipment for emergencies:

- 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;
- b. An emergency must exist and have been declared in the Erie County municipality requesting assistance;
- 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;
- 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; and
- 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.

Ayes: All

Noes: None

Motion Carried

56. Motion by Supervisor Dickson, seconded by Councilman Cantafio, that Mark Koller be appointed as the Town's Fair Housing Officer & Affirmative Action Officer effective January 1, 2020 at an annual stipend of \$1,200 and further direct Mr. Koller to submit a yearly report documenting matters handled.

Ayes: All

Noes: None

Motion Carried

57. The Town Clerk announces that Margaret Martin is appointed Deputy Clerk effective January 1, 2020, at an annual stipend of \$2,500.

58. The Highway Superintendent announces that Kevin Smith is appointed Deputy Highway Superintendent effective January 1, 2020, at an annual salary of \$6,000 as set in the 2020 budget 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.
59. The Supervisor announces the following liaison and committee appointments for the year 2020, noting that he will also be a member of each committee:

Confidential Secretary	Brendon Najm
Deputy Supervisor	Brendon Najm
Town Historian	James Pace
Engineering & Spec. Districts	Gary Dickson
Police & Public Safety	Gary Dickson
Senior Citizens	Jeffrey Piekarec
Recreation	William Hanley
Library Advisory	Jeffrey Piekarec
Highway	William Bauer
Insurance	Gary Dickson
Town Attorney	Gary Dickson
Justice Courts	William Hanley
Town Clerk's Office	Joseph Cantafio
Assessor's Office	William Hanley
Code Enforcement	William Bauer
Environmental Commission	William Hanley
Band Shell	Joseph Cantafio
Solid Waste	William Hanley
Employee Assistance Program	William Hanley, Kelly Keem, Brendon Najm, Megan Wnek
Human Resources	Gary Dickson
Health & Safety	Joseph Cantafio
Buildings & Grounds	William Hanley
Safety & Accident Review	Joseph Cantafio
Utility Advisory	Steve Amoia, William Hanley
Planning Board	William Bauer
Labor Management Healthcare Review Committee	Joseph Cantafio

Ayes: All

Noes: None

Motion Carried



60. Motion by Supervisor Dickson, seconded by Councilman Hanley, to adopt the attached Rules of Order for meetings of the Town Board of the Town of West Seneca pursuant to Town Law Section 63.

On the question, Councilman Hanley stated he fully supports the Supervisor putting together a set of rules to establish decorum during meetings but has the following concerns and requested to table the item:

- Item No. 14 – takes away the opportunity for continuous dialogue between the Town Board and public
- Item No. 12 – infringes on first amendment rights
- Item No. 5 – a public hearing should be held so residents may state what they would like to incorporate

Supervisor Dickson replied the rules are based on the Association of Towns Rules of Order.

Motion by Councilman Hanley, seconded by Councilman Piekarec, to table the item for further review.

Ayes: All

Noes: None

Motion Carried  
\*APPENDICES\*

#### **ISSUES OF THE PUBLIC**

#### **SANITATION SERVICES FOR BURCHFIELD VILLAGE, HILLCREST HEIGHTS, HILLCREST NORTH, AND WESTVIEW PARK**

Property owner Mike Harmon questioned the status of the garbage and recycling collection to be started by the town, stating Modern Disposal advised him that pickup is now the responsibility of the town. Highway Superintendent Brian Adams stated although totes are not yet available for the residents, garbage left at the curb will be picked up tomorrow; totes will be delivered as soon as they are available. Town Attorney Tina Hawthorne stated a draft of the release agreement has been prepared for Mr. Harmon to review.

#### **EXECUTIVE SESSION**

Motion by Supervisor Dickson, seconded by Councilman Hanley, to enter into Executive Session to interview a candidate for the Zoning Board of Appeals.

Ayes: All

Noes: None

Motion Carried

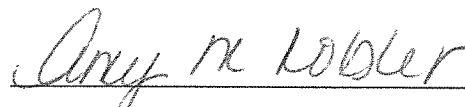
#### **ADJOURNMENT**

Motion by Supervisor Dickson, seconded by Councilman Hanley, to adjourn the meeting at 7:43 P.M.

Ayes: All

Noes: None

Motion Carried



AMY M. KOBLER, TOWN CLERK

Rules of Order of the Town Board of the Town of West Seneca.

- 1) The Supervisor\* shall preside at all meetings of the Board and shall preserve order and decorum in debate.
- 2) The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows:
  - a) Call to Order
  - b) Pledge of Allegiance
  - c) Roll Call
  - d) Fire Prevention Code
  - e) Approval of Minutes
  - f) Announcements
  - g) Reports of department heads
  - h) Public comments/questions on agenda items
  - i) New Business
  - j) Old Business
  - k) Issues of the public.
  - l) Adjournment
- 3) Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings and to instruct all persons addressing the Board to state their names and addresses and to request those in favor of the proposal before the Board to speak first and those in opposition to speak last. At such hearings the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.
- 4) At the close of the public hearing as provided for in paragraph "3" above, the Supervisor may grant any member of the general public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.
- 5) Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
- 6) The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
- 7) No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
- 8) When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone, to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.
- 9) No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
- 10) A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
- 11) If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.
- 12) No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.

\*All references to the Supervisor include the Deputy Supervisor if he or she is presiding over the meeting.



- 13) Any persons speaking to the Board shall address their remarks to the Board, not to other members of the audience in the form of a debate.
- 14) Town Board members shall not attempt to answer questions during the time that a speaker is presenting during public comment periods. Town Board members will note any questions asked and may respond to the speaker at the conclusion of the speaker's public comments. Questions from the public shall be answered by members of the Town Board or, if authorized by the Supervisor, by a department head.