

Supervisor Gary Dickson called the meeting to order at 6:00 P.M.

ROLL CALL:

Present	-	Gary Dickson	Supervisor
		William Bauer	Councilman
		Joseph Cantafio	Councilman
		William P. Hanley, Jr.	Councilman
		Jeff Piekarec	Councilman
Absent	-	None	

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

MINUTES TO BE APPROVED

- Motion by Supervisor Dickson, seconded by Councilman Piekarec, to approve Minutes 2020-17 of August 17, 2020.

Ayes: All

Noes: None

Motion Carried

- Motion by Supervisor Dickson, seconded by Councilman Hanley, to approve minutes from the Executive Session of August 17, 2020.

Ayes: All

Noes: None

Motion Carried

ANNOUNCEMENTS

- Supervisor Dickson read the following public notice into the record: "Per New York State Agriculture and Markets Law Section 303-b, the Erie County Legislature designated September 1 through September 30 as the annual thirty-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district. Copies of the application form have been provided to Municipal Clerks, Assessors and Chief Elected Officials for distribution to interested landowners. The application is also available on the DEP website at www.erie.gov/agenrollment. The Erie County Department of Environment and Planning will accept applications from September 1 through September 30. Any questions on this process should be directed to the Erie County Department of Environment and Planning. A public hearing will also be scheduled at a later date to consider all inclusion requests and the recommendations of the Erie County Agricultural and Farmland Protection Board.

PUBLIC COMMENTS ON COMMUNICATIONS

- No comments were received

NEW BUSINESS

18-A COMMUNICATIONS

- | | |
|--|--|
| 1. Chief Denz re Retirement of Donald Driscoll as Detective | Motion by Supervisor Dickson, seconded by Councilman Piekarec, to accept the retirement of Donald Driscoll as Detective effective August 29, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel. |
| | Ayes: All Noes: None Motion Carried |
| 2. Chief Denz re Retirement of Donald Hanley as Police Officer | Motion by Supervisor Dickson, seconded by Councilman Bauer, to accept the retirement of Donald Hanley as Police Officer effective August 28, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel. |
| | Ayes: All Noes: None Motion Carried |
| 3. Chief Denz re Status change for part-time Public Safety Dispatcher Justin Zielinski to seasonal | Motion by Supervisor Dickson, seconded by Councilman Hanley, to change the status of part-time Public Safety Dispatcher Justin Zielinski to seasonal effective September 1 – 30, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel. |
| | Ayes: All Noes: None Motion Carried |
| 4. Chief Denz re Status change for part-time Public Safety Dispatcher Gerard Mazurkiewicz | Motion by Supervisor Dickson, seconded by Councilman Cantafio, to change the status of part-time Public Safety Dispatcher Gerard Mazurkiewicz to seasonal effective September 1 – December 31, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel. |
| | Ayes: All Noes: None Motion Carried |
| 5. Town Clerk re Status change for part-time clerks Shauna Slater and Donna Ferron to seasonal | Motion by Supervisor Dickson, seconded by Councilman Piekarec, to change the status for part-time clerks Shauna Slater and Donna Ferron to part-time seasonal effective September 7 – November 30, 2020 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel. |
| | Ayes: (4) Supervisor Dickson Noes: None Motion Carried
Councilman Bauer
Councilman Cantafio
Councilman Piekarec |

Abstained: (1) Councilman Hanley

10. Highway Sup't. re Budget transfer – tree removal

Motion by Supervisor Dickson, seconded by Councilman Hanley, to authorize a budget transfer in the amount of \$5,000 from Sanitary landfill line 01816000.50427 and \$5,000 from pool equipment/maintenance line 01714200.50445 to tree line 01856000.50485 for the removal of hazardous trees.

Ayes: All

Noes: None

Motion Carried

18-B APPROVAL OF WARRANT

Motion by Supervisor Dickson, seconded by Councilman Hanley, to approve the vouchers submitted for audit, chargeable to the respective funds as follows: General Fund - \$286,310.70; Highway Fund - \$59,580.40; Sewer Fund - \$1,471,919.54; Gas Conversion - \$56.31 Electronic Lighting - \$1,009.84 (vouchers 13487 - 13957)

Ayes: All

Noes: None

Motion Carried

ISSUES OF THE PUBLIC

- The Supervisor's Citizen's Budget Advisory Group – Michael Teager provided the attached presentation
 - ✓ Councilman Bauer thanked the members of the CBAG for their work and the recommendations will be considered during the budget process. One drawback is that the group is not open and transparent; taxpayers would like groups to be more open and transparent.
 - ✓ Supervisor Dickson's initial direction to this volunteer group was to understand how the figures in each budget line are determined and they have done a good job
 - ✓ Councilman Cantafio thanked and recognized each member for their hard work and confirmed with Town Clerk Kobler that the presentation will be available online. Councilman Cantafio also recognized the Town Clerk's Office for their response to FOIL's regarding this information. Town Clerk Kobler replied her office did not receive any FOIL's from the CBAG for information. Mr. Teager clarified that the data the group used was provided by Supervisor Dickson.
- A resident questioned what can be done about the noise from the ice rink – Councilman Hanley stated he and Supervisor Dickson have spoken about this and are looking at an upgrade to the equipment or soundproofing
- A resident questioned items from the warrant:
 - ✓ Vendor 80, \$206,477.75 to "Jamsab Realty Corp." – Supervisor Dickson responded it is related to debt servicing for the town
 - ✓ Vendor 496, Candace J. Ignatowski for \$1,010.00 – Supervisor Dickson will need to look into and confirm; possibly property maintenance services added back to property tax bills
 - ✓ Vendor 174, John Truslow for \$1,085.00 – Town Clerk Kobler stated both items are for property maintenances services that get charged back to the property owners
- A resident submitted a petition to lower the speed limit on Covington Drive with approximately 102 signatures and requested the Town Board approve the petition and forward to New York State
- Residents commented on traffic at Indian Church and West and South Avenues:
 - ✓ Large truck traffic and noise, seemingly related to the Ebenezer Railcar Services, Inc. consolidation, is increasing – Councilman Hanley asked Highway Superintendent Adams if the service road by the Gardenville Restaurant was still available for use. Highway Superintendent Adams stated that is private property. Mr. Adams spoke with his employees about the reported

ISSUES OF THE PUBLIC (continued)

concerns about speeders. Chief Denz suggested an alternate route for the large trucks could be Harlem Road to Mineral Springs. Councilman Hanley believes once construction is completed the large truck traffic will decrease

- ✓ Drivers attempting to pass the Metro buses at the bus stop are creating a dangerous situation
- ✓ No signage for speed limit or weight limit on West and South Avenues
- A resident questioned/commented on sign ordinances:
 - ✓ Expressed concerns that sign owners are not following the town code (i.e. signs required to be turned off/dimmed)— Councilman Hanley stated a probation period has been added to the newest digital sign in town; the technology to dim is required for approval
 - ✓ Would like Code Enforcement Officers to enforce uniformly – Town Attorney Hawthorne stated the code with respect to billboards and digital signs indicates a lumen requirement. Councilman Hanley stated the Code Enforcement Office has a lumens gun to measure the brightness

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

Town Attorney Tina Hawthorne

- Requested an Executive Session to discuss litigation relating to 945 Center Road

Councilman Piekarec

- Meeting held with representatives from each fire district and the police department to form a committee to improve emergency services in town

Supervisor Dickson

- Public hearing is scheduled for September 28th regarding the use of CDBG funds for next year; a map of the qualifying area is available
- A discussion will be held at the next Town Board meeting regarding \$280,000 available in a fund for recreation purposes
- The Senior Center is open with limited hours and activities

Highway Superintendent Brian Adams

- East & West Road from Union to Leydecker Road is open; continue to use caution

EXECUTIVE SESSION

Motion by Supervisor Dickson, seconded by Councilman Hanley, to enter into executive session to discuss pending litigation relating to 945 Center Road.

Ayes: All

Noes: None

Motion Carried

ADJOURNMENT

Motion by Supervisor Dickson, seconded by Councilman Cantafio, to adjourn the meeting at 7:34 P.M.

Ayes: All

Noes: None

Motion Carried

Capital Markets Advisors, LLC

Independent Financial Advisors

FINANCIAL ADVISORY SERVICES AGREEMENT

This Agreement has been entered into this 1st day of July, 2020 by and between the **Town of West Seneca**, New York (the "Client") and **Capital Markets Advisors, LLC** ("CMA"), a limited liability company created under the laws of the State of New York and having its principal place of business at 11 Grace Avenue, Suite 308, Great Neck, New York 11021 with additional offices in Hopewell Junction, Elmira and 4211 North Buffalo Road, Suite 19, Orchard Park, NY 14127.

Section 1 Financial Advisory Services

CMA will provide the following services in connection with bond and note financings (the "Issue"), undertaken by Client during the term of this Agreement.

- 1.01 Review legal, financial, economic and other information necessary for CMA to advise the Client in planning, structuring and otherwise completing each Issue to be undertaken by the Client.
- 1.02 Prepare a plan of financing which will include CMA's analysis and recommendations to the Client regarding funding requirements, structuring alternatives, marketing, method of sale, security features, call provisions, credit ratings, credit enhancement, term, federal tax implications and such other matters which the Client and CMA agree should be included in the plan of financing.
- 1.03 Prepare or assist in the preparation of financing documents, as required by the Client, including but not limited to: term sheet, Official Statement, Notice of Sale and bid sheet, request for a credit rating, request for bond insurance, DTC Letter of Representations, and post-sale analysis.
- 1.04 Upon the request of the Client, CMA will assist the Client in the selection of other service providers necessary to conduct each Issue including but not limited to Bond Counsel, rating agencies, bond insurer, underwriters, trustee and financial printer, if appropriate.
- 1.05 Prepare and maintain a financing schedule, costs of issue, list of participants, and take such other actions requested by the Client to efficiently manage each Issue to meet Client's objectives.
- 1.06 Participate in the sale of the debt, confirm net interest cost calculation, verify underwriter's compensation and make a recommendation as to award.
- 1.07 Assist the Client with the delivery of proceeds of each Issue, payment of issuance costs and other matters related to closing each Issue.
- 1.08 Prepare final debt service schedules.
- 1.09 Assist with the closing of the Issue and verify receipt of Issue proceeds.

Capital Markets Advisors, LLC

Independent Financial Advisors

Section 2 Compensation

2.01 For CMA's performance of services on behalf of the Client as described in sections 1.01 through 1.09 hereof, CMA's compensation will be as follows:

For General Obligation Serial Bond issues with an Official Statement: a base fee of \$7,500 plus \$0.50 per each \$1,000 of the par amount of bonds issued.

For Refunding Serial Bond issues sold via Negotiated or Competitive Sale with an Official Statement: fee is subject to negotiation between the Town and CMA based upon par amount and complexity of the transaction.

For Serial or Statutory Installment Bonds less than \$1,000,000 using a Term Sheet (no Official Statement): \$2,000.

For Bond, Tax and Revenue Anticipation Note issues with an Official Statement: a base fee of \$4,500 plus \$.45 per each \$1,000 of the par amount of notes issued.

For Tax and Revenue Anticipation Note issues less than \$1,000,000 using a Term Sheet (no Official Statement): \$2,000.

For Bond Anticipation Note issues less than \$1,000,000 using a Term Sheet (no Official Statement): \$2,000.

Continuing Secondary Market Disclosure: CMA will charge a flat fee of \$2,250 for Continuing Disclosure inclusive of all required Material Event Notice filings.

All other work for services rendered to the Client at the Client's request but unrelated to a specific bond or note issue, at the blended hourly rate of \$150.

Out of Pocket Expenses: Out-of-pocket expenses billed to the Client at our direct cost might include photocopying, printing of presentation materials, overnight delivery charges, an internet distribution fee, and mileage reimbursable at current IRS rates.

Section 3 Term of Agreement

The term of this Agreement shall be for three (3) years from the date hereof.

Section 4 Disclosure

CMA does not assume the responsibilities of the Client, nor the responsibilities of the other professionals and vendors representing the Client, in the provision of services and the preparation of financing documents for financings under this agreement. CMA accepts the relationship of trust and confidence established between it and the Client. CMA agrees to furnish its best skill and judgment in the performance of its services in the most expeditious and economical manner consistent with the interests of the Client. Information obtained by the CMA, either through its own efforts or provided by the Client, included in the financing documents, or otherwise provided to the Client, is by reason of experience and professional judgment, believed to be accurate; however, such information is not guaranteed by the CMA. However, nothing in this paragraph shall relieve CMA from liability due to negligence or want of due diligence in the performance of its services.

Capital Markets Advisors, LLC

Independent Financial Advisors

Section 5 Required Regulatory Disclosure

Municipal Securities Rulemaking Board (“MSRB”) Rule G-10 requires that municipal advisors, including CMA, provide to their clients the following information once each calendar year: (i) CMA is registered as an independent municipal advisor with the MSRB and the US Securities and Exchange Commission (“SEC”); (ii) CMA is subject to the regulations and rules on municipal advisory activities established by the SEC and MSRB; (iii) the website for the MSRB is www.msrb.org and the website for the SEC is www.sec.gov; and (iv) in addition to having educational materials about the municipal securities market, the MSRB website has a municipal advisory client brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with the appropriate regulatory authority.

MSRB Rule G-42 Disclosure Duties of Non-Solicitor Municipal Advisors

Capital Markets Advisors, LLC (“CMA”) is an MSRB Registered Municipal Advisor that conducts all municipal advisory activities subject to the fiduciary standards of conduct. MSRB Rule G-42 requires that municipal advisors disclose to their clients any actual or potential material conflict of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist, municipal advisors are required to provide a written statement to that effect.

To the best of CMA’s knowledge and belief, neither CMA nor any associated person has any material undisclosed conflict of interest.

- CMA has no financial interest in, nor does CMA receive any undisclosed compensation from, any firm or person that CMA may use in providing any advice, service, or product to or on behalf of any CMA client.
- CMA does not pay contracted MSRB registered solicitors or other MSRB registered municipal advisors directly or indirectly in order to obtain or retain an engagement to perform municipal advisory services for any municipal entity.
- CMA does not receive any payments from a third party to enlist CMA’s recommendation of services, municipal securities transactions, or any municipal financial product or service.
- CMA does not have any fee-splitting arrangements with any provider of investments or services to any municipal entity.
- CMA may have conflicts of interest arising from compensation for municipal activities to be performed that are contingent on the size or closing of such transaction for which CMA is providing advice. This potential conflict of interest exists if CMA should fail to get paid for its work on a transaction in the event that transaction does not close.
- CMA services a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of other municipal clients. These other clients may, from time to time and depending on specific circumstances, have competing interests, such as accessing the market with the most advantageous timing. In acting in the interests of its various clients, CMA could potentially face a conflict of interest arising from these competing client interests. However, none of these other engagements or relationships would impair CMA’s ability to fulfill its regulatory duties to its municipal clients.
- There are no other actual conflicts of interest that could reasonably be anticipated to impair CMA’s ability to provide advice to any municipal entity in accordance with the standard of fiduciary conduct.

Capital Markets Advisors, LLC

Independent Financial Advisors

Information Regarding Legal Events and Disciplinary History Disclosure:

MSRB Rule G-42 requires that municipal advisors provide to their client's certain disclosures of legal or disciplinary events material to the client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

- Neither CMA nor any of its Associated Persons are currently subject to or have been subject to any legal or disciplinary event that could be material to a client's evaluation of the Firm or the integrity of its management or Associated Persons.
- CMA's Form MA and Form MA-Is for each of the Firm's Associated Persons are posted in the Edgar Database located on the U.S. Securities and Exchange Commission's website (www.sec.gov).
- CMA has not made any material legal or disciplinary event disclosures on Form MA or any Form MA-I filed with the U.S. Securities and Exchange Commission.

Future Supplemental Disclosures:

As required by MSRB Rule G-42, these disclosures may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described, or to provide information with regard to any legal or disciplinary events. CMA will provide its municipal clients with any supplement or amendment as it becomes available throughout the terms of each agreement or contract.

Section 6 Binding Effect

All agreements and covenants contained herein are severable and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein, and the remaining provisions of this agreement shall remain in full force and effect. Each party hereto represents and warrants that this agreement has been duly authorized and executed by it and constitutes its valid and binding agreement and any governmental approvals necessary for the performance of this agreement have been obtained.

Section 7 Independent Contractor

CMA hereby acknowledges and agrees that its status under this Agreement will be that of an independent contractor. CMA and its officers, agents and employees shall not represent themselves as Client employees to any third party, nor shall they make any claim to the Client, or to any other person or entity, for benefits or privileges granted to Client employees, including but not limited to, Unemployment and Workers Compensation benefits. CMA further acknowledges and agrees that the Client shall not take any deductions or withholdings from CMA's compensation to pay federal or state taxes, or any other assessment, cost, expense or obligation which CMA or its officers, employees or agents may incur as a result of CMA receiving compensation pursuant to this agreement.

Section 8 Modification

This Agreement contains the entire agreement of the parties. It may be amended in whole or in part from time to time in writing by mutual consent of the parties.

Capital Markets Advisors, LLC
Independent Financial Advisors

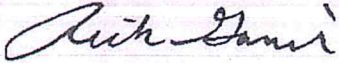
IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first set forth on the first page hereof.

FEDERAL TAX I.D.: 02-0582108

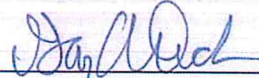
CAPITAL MARKETS ADVISORS, LLC

TOWN OF WEST SENECA, NEW YORK

By:



By:



Name:

Rick Ganci

Name:

GARY A. DICKSON

Title:

Executive Vice President and Principal

Title:

Supervisor

WEST SENECA CITIZENS' BUDGET ADVISORY GROUP
August 2020 Update

About the Citizens' Budget Advisory Group

The current incarnation of the Citizens' Budget Advisory Group (CBAG) was formed early this year in response to Supervisor Dickson's public request for volunteers in January 2020. The group first met in person on March 5, 2020, and has continued to meet, virtually, nearly every two weeks since. Throughout, Supervisor Dickson and staff alike have provided valuable feedback and guidance when sought.

The CBAG is an unofficial, private entity. Therefore, its role, if any, is advisory at best. The group serves no official function for or within the town beyond representing the viewpoints of a group of interested volunteers.

CBAG members, currently 18 in number, represent a diversity of professional backgrounds, experiences, and viewpoints. (New members are always welcome to join.) The group's focus is the Town of West Seneca's budget (line items, expenditures, revenues, etc.) and related processes (policies, procedures, etc.) except for personnel contracts and contractual negotiations, with which the group is not involved. The group's goal is to find and recommend savings and efficiencies where feasible, informing Supervisor Dickson of such for consideration as the group proceeds.

The purpose of submitting this report to the Town Board is to publicly memorialize the group's work to date, and to be open with the Town Board, staff, and public at large regarding its existence, work, and goals.

Items Discussed to Date

Much of the CBAG's initial time this year was spent acclimating to the budget, both the data within and the processes around such. Over time, work has largely been divided into five general areas (though specific tasks often account for more than one area simultaneously), often with subcommittees for each. Those areas are:

Public Safety

Highway & Recreation

Administrative Services

Legal Services

Procurement

As for specific topics and individual projects, ongoing items over the last several months include, but are not limited to, in no particular order:

1. Costs and revenues associated with the municipal pool and ice rink.
2. The number of laser printers and copiers currently in use, including the maintenance and inventory tracking of same, with a specific look at the police department.
3. The financial costs around on-the-job injuries and safety protocols to reduce such (and therefore reduce costs).
4. Past costs and potential savings regarding the town's gas utility provider.
5. The town's travel policy for personnel and ways to control costs therein.

WEST SENECA CITIZENS' BUDGET ADVISORY GROUP
August 2020 Update

6. Items related to procurement policies and procedures, including credit card policies, vehicle inventory, and the aforementioned printer inventory.
7. The town's legal costs, and when to use in-house vs. outside counsel.
8. Revenue projections in adopted budgets vs. previous years' revenues.
9. Expenditures related to baseball diamond clay mix and quick dry mix for the parks and fields.

For some of the aforementioned items, individual reports are included in this document. These are member-generated and for use among the group to document findings, but such reports haven't been required of individual members or subcommittees. The reports are presented here to provide a sampling of the CBAG's work thus far. The reports, which are presented in no particular order, cover the following topics:

1. Costs and revenues associated with the ice rink. (p. 3)
2. Costs and revenues associated with the municipal pool. (p. 5)
3. Gas utility costs and estimates. (p. 6)
4. Revenue projections in the 2020 adopted budget vs. actual revenues received in 2017-2019 for specific line items. (p. 8)
5. Printer and copier equipment. (p. 10)
6. On-the-job accident costs and ways to mitigate via safety protocols. (p. 11)

Items Going Forward

Looking ahead, items on which the CBAG intends to work include, but are not limited to:

1. Ramifications of the COVID-19 fallout, and ways to possibly address various ongoing shortfalls.
2. Procurement policies and procedures throughout the town. This will include an incubator project and prototype in the Recreation Department (with the cooperation of staff) to track inventory, new purchases, costing, and the processes around such, with the goal of possibly scaling to other departments.
3. Travel policy and associated costs.
4. Safety policies and education to mitigate costs related to on-the-job injuries.
5. Next steps related to inventory of copiers, printers, and the output of each.
6. Ongoing evaluation of budgetary line items.

The group will proceed much as it has been: meeting regularly and gradually working on various aspects of the budget and related processes to determine findings and craft suggestions. The CBAG hopes to be operate for the long term, and new members are always welcome to join.

ICE RINK
Dave Kims (June 2020)

Revenue:

<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
\$209,455	\$162,300	\$180,044	\$185,176	\$114,153

Open 7 days/week from ~Labor Day until the first week of April for a total of ~28 weeks.

Town Programs:

Sunday Public Skate (all ages)	1:30 – 3:00 pm
Tuesday Adult Skate (18+)	9:20 – 11:20 am
Wednesday Public Skate (all ages)	6:30 – 8:00 pm
Thursday Adult Skate (18+)	9:20 – 11:20 am
Saturday Public Skate (all ages)	1:30 – 3:00 pm

Labor Used (Recreation Dept.):

- Adult Skate: 1 employee for 2.5 hrs. X twice a week = 5 hrs./week
- Public Skate: 8 employees for 2.5 hrs. = 20 hrs./day X 3 days/week = 60 hrs./week total
- Total recreation hours per week = 65 hours. Average wage \$12–16/hr. (For calculations, I used \$13/hr. for 2016 and 2017, and \$14/hr. for the rest.)

Total hours of 65 per week X \$13/hr. X 28 weeks = \$23,660

Total hours of 65 per week X \$14/hr. X 28 weeks = \$25,480

Labor Used (Buildings and Grounds):

Used 2 employees per day, Mon. through Fri. at an average wage of \$25/hr.

- 16 hours X \$25 hour = \$400/day X 5 days = \$2000/week

\$2000/week X 28 weeks = \$56,000 for 28 weeks

Total Labor: 2016 & 2017 = 23,660 + 56,000 = **~\$79,660**

Total Labor: 2018 & 2019 = 25,480 + 56,000 = **~\$81,480**

Maintenance Costs:

<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
\$46,038	\$52,795	\$49,490	\$61,808	(TBD)

There is also a mold abatement charge of \$63,000 in 2017 that will have to be allocated per year, when next one is due.

ICE RINK
Dave Kims (June 2020)

Total Expenses:

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Labor	\$79,660	\$79,660	\$81,480	\$81,480
Main :	\$46,380	\$52,795	\$49,490	\$61,808
Total:	\$126,040	\$132,455	\$130,970	\$143,288

Grand Total:

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenue	\$209,455	\$162,300	\$180,044	\$185,176
Expense	\$126,040	\$132,455	\$130,970	\$143,288
	+\$83,415	+\$29,845	+\$49,074	+\$41,888

Per the approximate grand totals above, the ice rink raises revenue for the town on net.

BUDGET COMMITTEE – SWIMMING POOL

April 1, 2020

The following information came from Megan Wnek - Director of Finance,
Lauren Masset - Recreation Supervisor

Repair & Maintenance for Pool

2017 - \$15,541.00

2018 - \$15,814.00

Total Days Pool Open

2017 – 54 days

2018 – 51 days

2019 – 64 days

Staff needed to operate the pool daily

143 Hours Daily – worked by Part-Time Employees @ an average of \$13.00 per hr.
equals \$1,859.00 per day

Staffing Cost per year

2017 – 54 days x \$1859.00 = \$100,386.00

2018 - 51 days x \$1859.00 = \$ 94,809.00

2019 – 64 days x \$1859.00 = \$118,976.00

There were additional costs, such as Lifeguard Tubes, Shirts, Whistles, First Aide
Supplies, etc. Those costs amounted to \$1500.00 - \$3,000.00

There would be costs from Buildings and Grounds Dept. which I did not get.

Revenues Taken in for Pool

2017 - \$4,712.75 (Residents \$0.00 to \$3.00; Guests \$6.00)

2018 - \$1,910.00 (1st year resident cards – Free)

2019 - \$3,340.00

The Staffing Costs were assuming the pool was open everyday for the 11 hrs scheduled.
It was not, as each day could vary because of weather or attendance.

All the above information is not to say that we should or should not have a pool. It is
only to show generally the cost and the revenue to have the pool.

It can serve as the start of the conversation about the pool.

GAS UTILITY EXPENDITURES & ESTIMATES

Mary Wagner, June 2020

Purpose

The town contracts with National Fuel Resources as its gas utility vendor for its various properties. With the current contract with National Fuel Resources ending in July 2020, it's worth looking at how gas prices compare against National Fuel Gas, another potential supplier.

In the following spreadsheet, invoice totals from National Fuel Resources (**NFR**) for most of 2019 are organized by account number, and the corresponding address for which is listed in the right-most column. (Missing totals are represented by blank yellow cells.) The data set at the bottom labeled **NFG** represents to "truth in billing" total from National Fuel Gas for those same properties and consumption totals over the same period. Though estimates, the information could be useful in considering options for the town's gas utility provider.

NFR	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	TOTAL	consumption	ADDRESS
717163207	17.86	17.86	17.86	17.86	17.86	17.86	17.86	17.86	17.86	17.86	17.86	17.86	125.02	0 ccf	4620 Seneca
353042708	17.6	19.54	20.06	19.39	19.53	19.37	18.42	18.98	18.67	19.68	18.51	20.22	229.97	21 ccf	109 Liberty Lane
652372304	22.03	22.03	21.17	17.16	20.44	18.24			20.1	18.91	19.57	24.24	181.86	43 ccf	240 Union Rd
698473701	14.57	22.21	21.9	22.07	17.86				28.12	21.49	17.86	22.06	206	60 ccf	301 Leydecker
364034410	80.59	74.31	51.13	35.32	31.7				20.11	23.74	61.73	71.07	449.7	486 ccf	8 Bernadette
611261502	127.27	104.74	108.57	63.61	55.03	23.26	20.49	18.98	18.98	41.06	92.07	105.3	779.36	913 ccf	12 School St lw
304574607	81.05	72.37	65.54	42.7	22.96	20.13	20.85	20.48	27.05	50.08	61.03	484.24	495 ccf	495 ccf	65 Maryon Dr
316063304	97.28	99.84	68.08	47.4	35.51		104.68		19.36	32.73	52.94	77.59	635.41	754 ccf	2 Fairfax Dr
316061811	94.37	103.42	83.28	48.93	31.45	18.24	17.86	17.86	17.86	20.56	60.44		514.27	605 ccf	55 South Ave
611261404	64.95	80.48	140.53	54.52		21.64	18.98	18.98	17.11	35.62	0.1	57.89	510.8	424 ccf	12 School St up
353152405	188.33	322.25	177.34	136.13	88.6	53.62	38.35	9.1	42.18	82.45	139.29	195.9	1473.54	1962 ccf	919 Mill Rd
522816211	241.02	381.89	298.39	254.17	144.52	222.61	66.72	138.88	77.48	181.27	282.91	320.55	2610.41	3739 ccf	3753 Seneca soccer
474451104	599.99	443.06	623.95	325.51	157.77	75.96		17.86		115.04	280.76	426.14	3066.04	4651 ccf	504 Min Springs
312091605	701.28	643.72	546.84	332.59	233.12	89.91	33.07	33.26	17.09	137.06	331.4	552.8	3652.14	5485 ccf	500 Min Springs print6
515744602	693.5	676.14	706.87	364.28	232.45	63.24	3.91	17.16	17.63	186.65	417.71		3379.54	6102 ccf	1987 Union Rd
316062405	632.95	779.82	620.18	356.99	139.94	38.72	28.56	27.71	29.87	76.21	312.84	506.29	3550.08	5320 ccf	45 South PK Dept
312091703	944.83	857.63	1255.41		248.57		33.68	34.03		107.88	425.39	665.16	4572.58	7054 ccf	500 Min Springs
312100911	1154.06	1042.68	912.24	605.12	281.99	47.07	40.17	25.41	40.77	208.93	619.2	1088.63	6066.27	9740 ccf	1250 Union Rd
312101102	2080.62	1838.16	1664.63	1171.88	740.96	222.61				599.56	1166.75	2148.61	11633.78	19359 ccf	data missing for july-sept cons
312101004	1382.16	3182.37	1933.86	1270.1	990.93			318.82	1579.53	1488.52	1601.38	2532.01	16279.68	24828 ccf	1250 Union Rd
316062002	2595.98	2956	2368.05	1330.7	716.83	153.41	78.15		89.63	496.44	1819.77	2663.01	15267.97	25761 ccf	40 South Ave HWY
312018801	282.05	217.2	232.28	150.59	97.26	42.76	4.35	20	19.35	62.87	131.37	199.01	1459.09	1991 ccf	582 Min Springs
TOTAL	12096.48	13935.69	11938.16	6649.16	4325.28	1148.65	566.21	717.03	2074.21	4001.58	7919.93	11755.37	77127.75		

NFG	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	TOTAL
717163207													
353042708	20.29	20.57	21.21	20.65	20.01	18.9	19.25	18.9	18.91	18.9	18.9	18.9	235.39
652372304	19.82	20.56	20.06	20.63	21.54	19.3	21.03	18.9	20.89	19.61	19.84	25.49	247.67
698473701													
364034410	86.33	76.96	50.52	35.22	32.59	21.64	21.03	21.03	20.21	19.25	58.04	69.16	511.98
611261502	140.37	110.01	109.62	66.72	55.9	24.13	21.43	19.96	19.88	38.37	81.37	95.27	783.03
304574607	88.85	75.14	66.64	45.23	22.3	21.29	21.73	21.37	21.22	27.1	47.66	58.75	517.28
316063304	106.18	104.59	68.38	48.76	36.25	22.07	100.77	19.61	20.21	32.47	50.34	68.57	678.2
316061811	104.04	108.12	83.37	51.38	32.48	19.3	18.9	18.9	18.9	21.36	56.97	63.77	597.49
611261404	71.27	84.49	141.5	19.78	20.38	22.86	19.96	18.9	19.22	18.9	18.9	30.47	486.63
353152405	207.92	335.79	72.7	81.5	73.89	81.76	74.68	79.88	38.18	77.96	128.04	186.31	1438.61
522816211	237.25	398.28	289.61	265.12	144.19	223.02	65	132	72.72	168.4	255.53	286.37	2537.49
474451104	671.99	466.28	630.24	335.89	160.55	34.83	34.71	18.9	19.91	103.4	256.89	397.27	3130.86
312091605	791.98	676.09	552.2	321.51	237.29	90.35	25.63	26	26.31	105.83	302.76	477.89	3633.84
515744602	744.94	708.8	708.38	380.42	232.12	32.38	35.66	15.53	19.22	173.11	377.81	530.47	3958.84
316062405	703.66	814.05	584.51	357.75	140.08	37.46	28.46	26.58	26.22	72.07	284.32	441.05	3516.21
312091703	1068.83	901.29	538.36	578.09	248.68	80.9	20.01	19.96	19.91	101.02	386.98	617.36	4581.39
312100611	1257.14	1080.38	912.73	633.84	280.69	48.29	34.29	25.45	39.42	193.93	557.38	1024.4	6087.94
312101102													
312101004	1251.59	3798.82	1853.35	1331.43	277.51	333.22	46.42	244.59	899.36	1247.5	1432.07	2375.97	14581.83
316062002	2899.61	3088.89	2370.98	1395.2	711.52	132	75.75	71.02	82.74	440.64	1626.28	2504.35	15398.98
312018801	316.99	228.35	235.1	155.85	99.26	24.09	24.4	19.61	20.23	55.46	121.55	186.89	1487.78
TOTAL	10789.05	12597.46	9309.46	6144.97	2847.23	1287.79	709.11	837.09	1413.66	2935.28	6081.63	9458.71	64411.44

The highlighted areas are the months of missing information in both National Fuel Gas and National Fuel Resources

Revenue Totals: 2017-19 Received Totals vs. 2020 Adopted Budget Projections

Michael Teager, June 2020

Purpose

I reviewed revenue totals for 2017-19 compared to 2020's adopted budget to check for discrepancies between received revenue and projected revenue. Though not exhaustive, a few figures stood out.

Considering West Seneca's pre-COVID-19 budgetary situation, it's worth inquiring how projections, both for revenue and for spending, are calculated for adopted budgets. In particular:

- What trends are considered when projecting totals for the coming year?
- Are averages of past years' actual totals taken into account?

If projected revenues exceed suggested trends based on previous years' data, then it's possible that, in some areas, the town is unintentionally manufacturing a portion of its budget deficit. That's not to say this accounts for all of the town's pre-COVID-19 budget shortfall, but rather one possible piece to be remedied.

Of course, it's worth noting that revenue projections for the next ~24+ months will be greatly affected by the pandemic. This document's use, if any, is for consideration in standard, non-pandemic operations.

Data

Here are four revenue line items for which the 2020 adopted budget doesn't align with previous years' trends.

	2017 actual	2018 actual	2019 actual	2017-19 average	2020 adopted
Dog License	\$44,830.00	\$42,746.00	\$37,720.00	\$41,765.33	\$46,000.00
Bingo License	\$2,994.00	\$1,996.00	\$2,627.00	\$2,539.00	\$4,500.00
Youth programs	\$36,914.00	\$9,575.00	\$4,625.00	\$17,038.00	\$10,000.00
Recreation charges	\$328,829.00	\$372,333.00	\$361,432.00	\$354,198.00	\$400,000.00

[Note: The 2017 revenue for youth programs was unusually large; reason TBD.]

In each of the instances above, the 2020 adopted budget exceeds the previous years' totals to varying degrees. (Not counting the large drop from 2017 to 2018 for youth programs, the 2020 adopted budget amount exceeds the average of 2018 and 2019 actual totals.) The combined 2020 adopted budget amounts for dog licenses, bingo licenses, and recreation charges exceed their 2017-2019 actual revenues counterparts by ~\$50,000.

While the 2020 actual totals are yet to be determined (regardless of COVID-19), such a difference is significant. Assuming no pandemic occurred in 2020, and that a budget deficit occurred through the normal course of events, one could argue that such

Revenue Totals: 2017-19 Received Totals vs. 2020 Adopted Budget Projections

Michael Teager, June 2020

calculations for the 2020 adopted budget needlessly yielded a shortfall of ~\$50,000 by pure calculation and projection alone. In other words, such a deficit wouldn't be the result of a loss of revenue, but rather the received revenue didn't meet the unreasonably high projection.

Proposed Next Steps & Remedy

First, determine how the 2020 adopted budget's revenues were calculated.

Second, to determine future revenue line items for adopted budgets and to reduce deficit risk, ensure the totals are more in line with previous years' averages of received revenue.

Citizens' Budget Advisory Group
Joe and Mary Sherman

Printer Equipment Report

August 2020

Data used for this report were invoices from current supplier, Western NY Imaging. Based on pre-Covid monthly usage and market research an approximate 10.85% savings could be realized, which equates to an approximate \$3,000 savings per year on copier, printer service supply cost. This savings would primarily be achieved with lower per print color copies and reduction of black and white overage charges.

After analyzing the current monthly charges for small tabletop units only a small savings would be incurred as the current provider is competitively priced. (However, see Equipment Consolidation under the Suggestion notes below.)

In the Codes-Enforcement Office the monthly charges for the two large printers seems to be high, however, an exact cost savings could not be determined. (Additional data is required to properly analyze the charges associated with this equipment.)

Suggestions:

1. Equipment Consolidation: After consulting with industry professionals, it was recommended that a physical on-site equipment analysis be conducted on consolidation of town equipment. For example: Codes-Enforcement, Clerk's and Assessors Offices share a larger copier/scanner/fax machine eliminating multiple desk-top units.
2. Purchase Option: Purchase "off lease" refurbished multi-function equipment, which would eliminate monthly lease charges.
3. Equipment Features to consider:
 - Larger multi-functional equipment
 - *Departmental PIN Codes for printing, scanning – helps to eliminate personal printing*
 - Secure retrieval of confidential document printing
 - B&W and Color Print, Scan, Fax

Town Of West Seneca

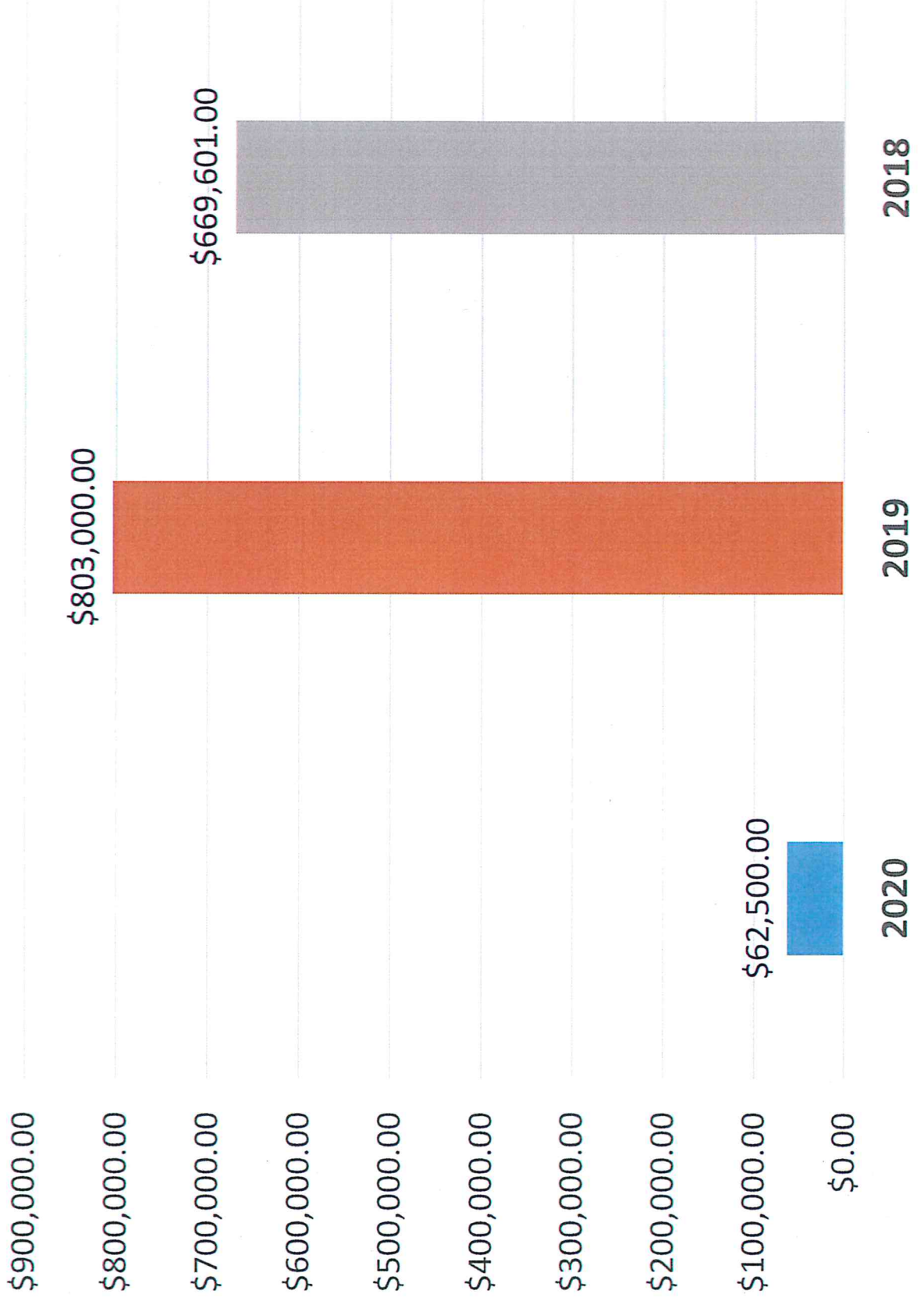
Citizens' Budget Advisory Group



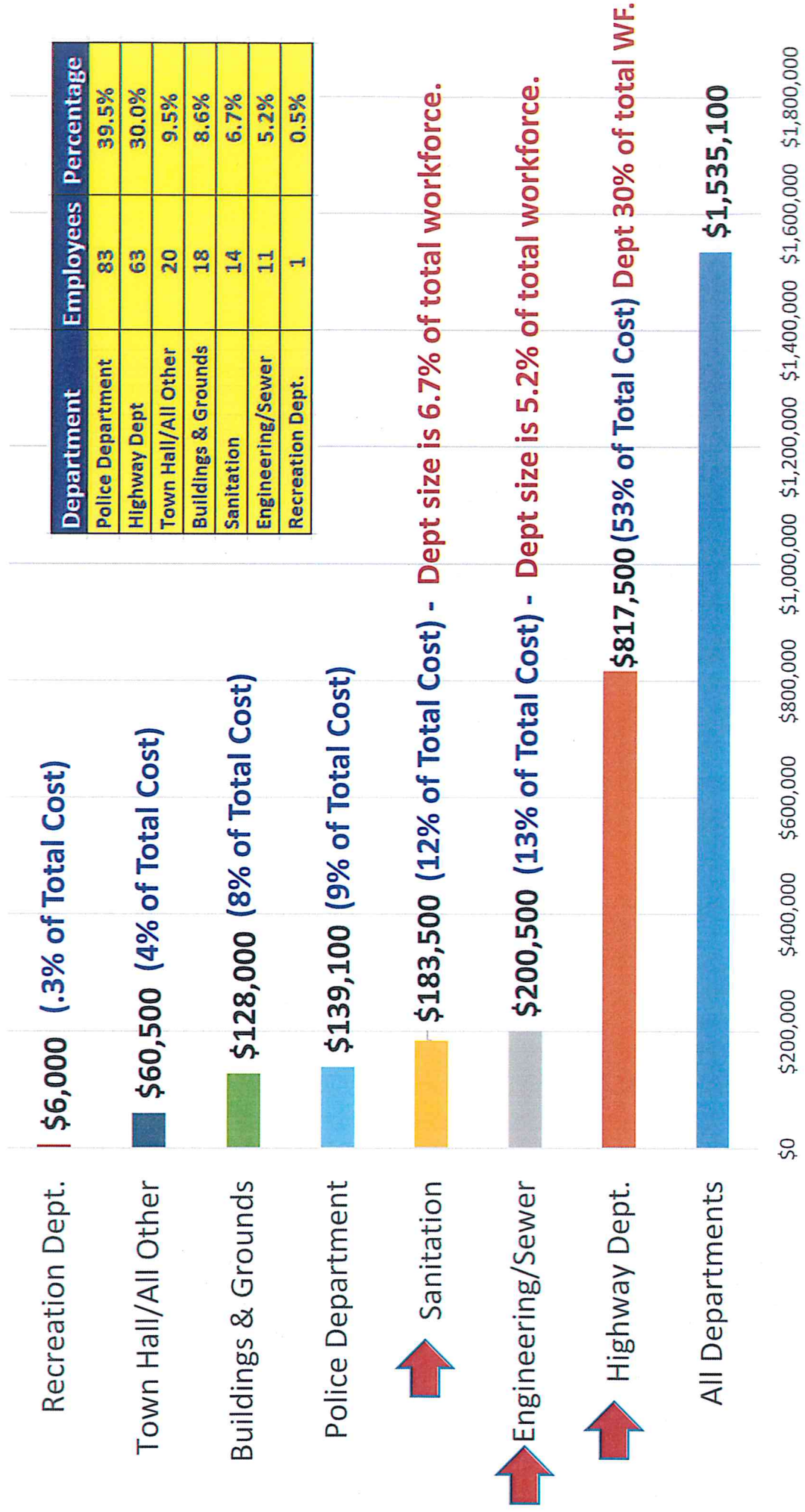
Goal:

To make recommendations that will improve the safety of our valued Town employees.

Total Health Cost Due To Accidents From 2018 – 2020

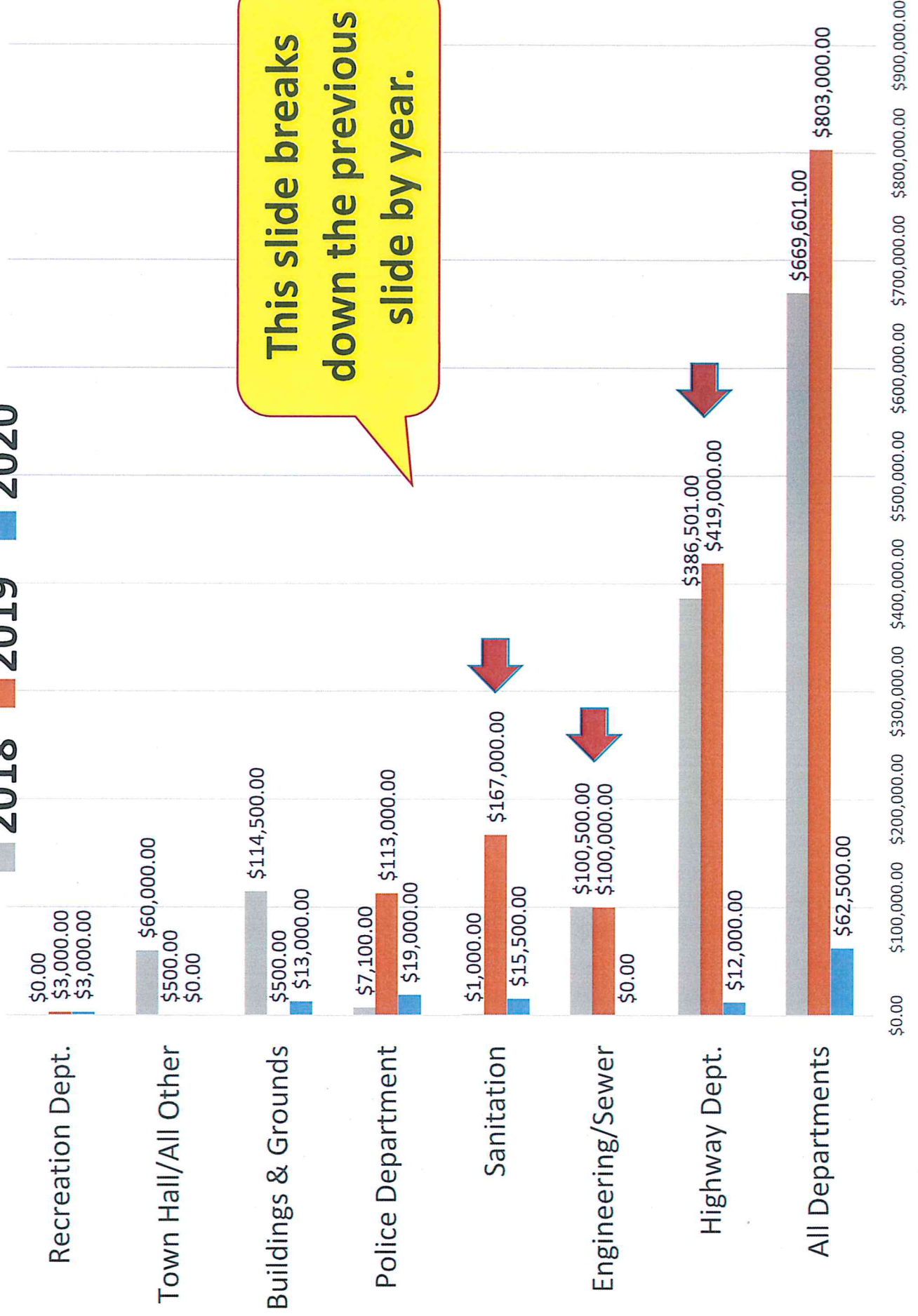


Health Cost Due To Accidents By Department 2018 to 2020



Health Cost Due To Accidents By Year - By Department

■ 2018 ■ 2019 ■ 2020

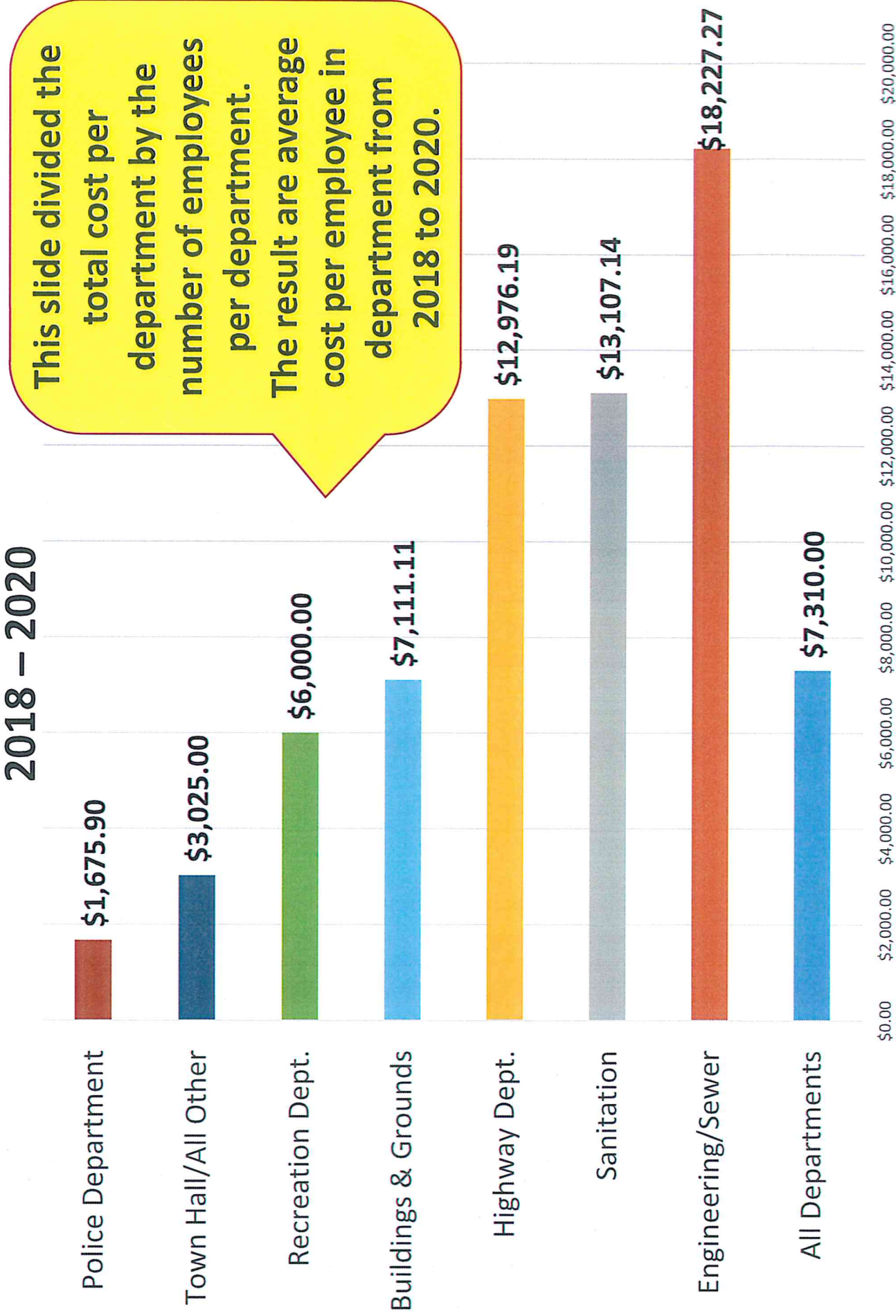


Average Health Cost Per Accident By Department

2018 – 2020



Average Health Cost Per Full Time Employee By Department 2018 – 2020



This slide divided the total cost per department by the number of employees per department. The result are average cost per employee in department from 2018 to 2020.

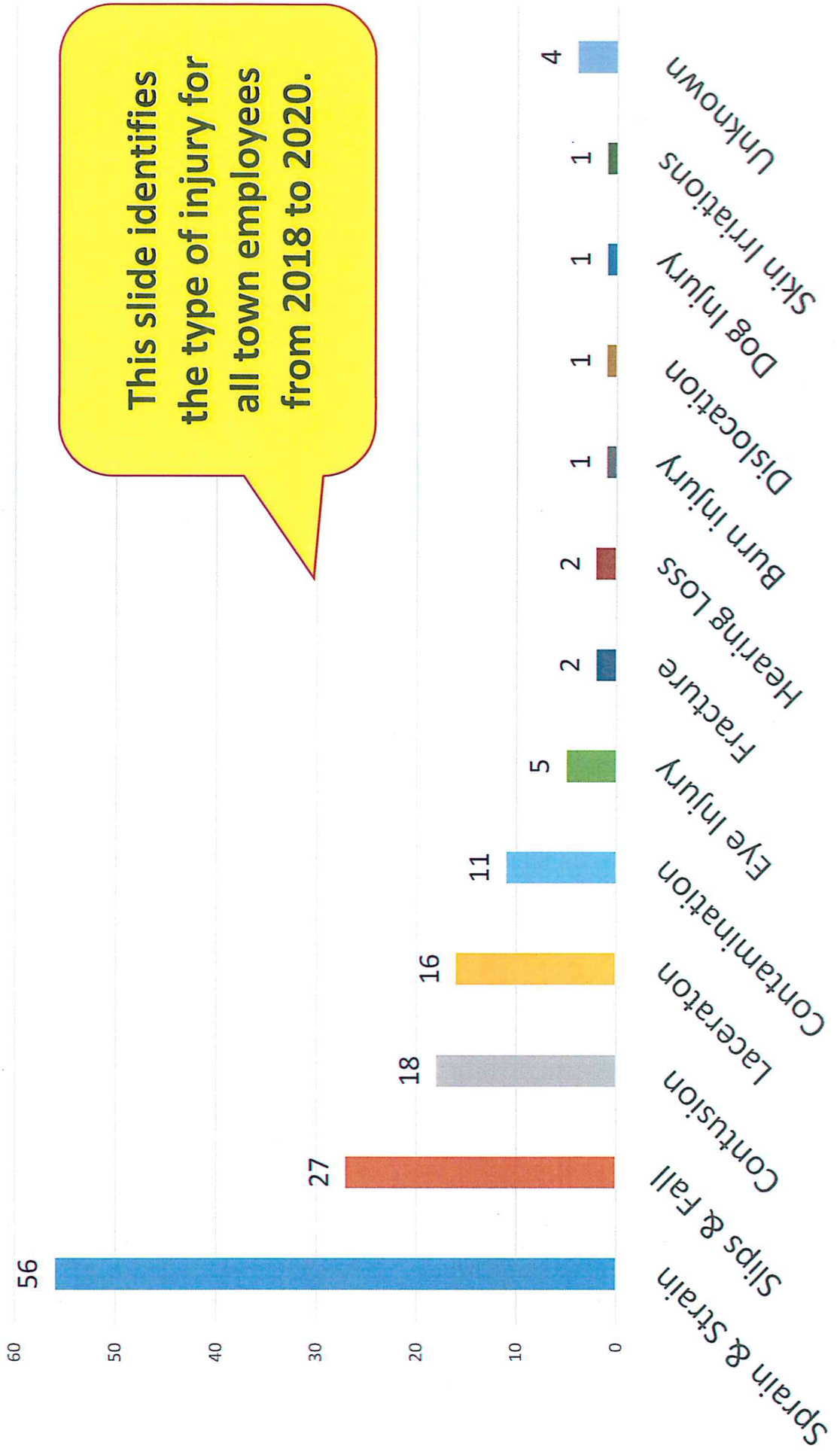
Average Health Cost Per Full Time Employee By Year By Department

■ 2018 ■ 2019 ■ 2020

This slide divided the total cost per department by year and divided by the number of employees per department. The result are average cost per employ in department from 2018 to 2020.



Types of Injuries 2018 - 2020

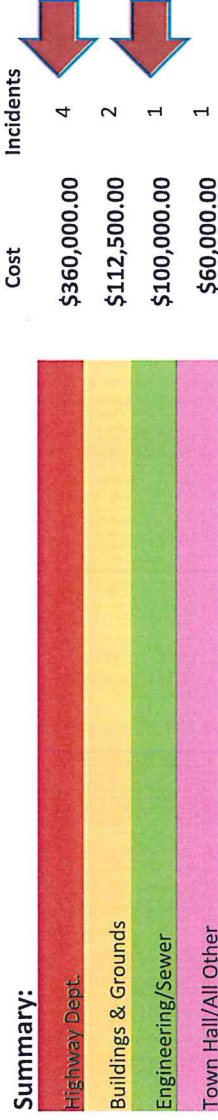


Top High Cost Injuries

Above \$12,500

2018

Claim Status	Accident Date	Description of Accident	Category	Body Part	Occupation	Location Codes 3	Cost Incurred	Approx Cost
Open	07/06/2018	Arm strain while lifting manhole cover	Sprain & Strain	Arm	Laborer	Engineering/Sewer	\$100,000 and up	100000
Open	02/05/2018	Pulled muscle shoulder while lifting salt bag. Similar injury in 2015	Sprain & Strain	Finger	Foreman	Buildings & Grounds	\$100,000 and up	100000
Reopened	02/21/2018	Injured shoulder while cleaning garbage truck dump box	Sprain & Strain	Shoulder	Motor Equip	Highway Dept.	\$100,000 and up	100000
Open	04/30/2018	Jammed hand while cleaning sweeper	Sprain & Strain	Hand	Motor Equip	Highway Dept.	\$100,000 and up	100000
Open	06/18/2018	Twisted knee climbing down from truck	Slips & Fall	Knee	Laborer	Town Hall/All Other	\$20,000-\$99,000	60000
Open	12/03/2018	Strained back while plucking leaves	Sprain & Strain	Back	Laborer	Highway Dept.	\$20,000-\$99,000	60000
Open	05/24/2018	Repetitive use of hand and arm while operating heavy equipment	Sprain & Strain	Hand	Motor Equip	Highway Dept.	\$20,000-\$99,000	60000
Open	09/25/2018	Cut fingers & pulled back & neck while taking down playground equip	Laceration	Finger	Laborer	Buildings & Grounds	\$5,000-\$19,999	12500



Department	Employees	Percentage
Police Department	83	39.5%
Highway Dept	63	30.0%
Town Hall/All Other	20	9.5%
Buildings & Grounds	18	8.6%
Sanitation	14	6.7%
Engineering/Sewer	11	5.2%
Recreation Dept.	1	0.5%

Top High Cost Injuries

Above \$12,500

2019

Claim Status	Accident Date	Description of Accident	Category	Body Part	Occupation	Location Codes 3	Cost Incurred
Open	10/11/2019	Left arm "popped" as entered truck	Dislocation	Arm	Laborer	Highway Dept.	\$100,000 and up
Open	02/15/2019	Slipped on ice, injuring leg	Slips & Fall	Leg	Motor Equipment	Engineering/Sewer	\$100,000 and up
Open	04/02/2019	Fell off truck, injuring shoulder/arm	Slips & Fall	Shldr & Arm	Motor Equipment	Sanitation	\$100,000 and up
Reopened	05/30/2019	Shoulder pain while pulling equipment out of truck	Sprain & Strain	Shoulder	Laborer	Highway Dept.	\$100,000 and up
Open	10/15/2019	Strained shoulder restraining subject	Sprain & Strain	Shoulder	Police Officer	Police Department	\$100,000 and up
Reopened	07/26/2019	Injured knee when step on sanitation truck broke	Slips & Fall	Knee	Laborer	Sanitation	\$20,000-\$99,000
Open	04/15/2019	Sprained knee when slipped off high curb	Sprain & Strain	Knee	Motor Equipment	Highway Dept.	\$20,000-\$99,000
Open	10/02/2019	Knee swollen while carrying toilet	Sprain & Strain	Knee	Laborer	Highway Dept.	\$20,000-\$99,000
Open	06/03/2019	Neck pain while driving Cat Roller	Sprain & Strain	Neck	Motor Equipment	Highway Dept.	\$20,000-\$99,000
Open	05/28/2019	Injured leg with pick axe while digging	Contusion	Leg	Laborer	Highway Dept.	\$5,000-\$19,999
Open	11/09/2019	Back strain from raking heavy leaves	Sprain & Strain	Back	Laborer	Highway Dept.	\$5,000-\$19,999

Summary:

Department	Cost	Incidents
Highway Dept.	\$405,000.00	7
Sanitation	\$160,000.00	2
Engineering/Sewer	\$100,000.00	1
Police Department	\$100,000.00	1

Department	Employees	Percentage
Police Department	83	39.5%
Highway Dept	63	30.0%
Town Hall/All Other	20	9.5%
Buildings & Grounds	18	8.6%
Sanitation	14	6.7%
Engineering/Sewer	11	5.2%
Recreation Dept.	1	0.5%

Top High Cost Injuries

Above \$12,500

2020

Claim Status	Accident Date	Description of Accident	Category	Body Part	Occupation	Location Codes 3	Cost Incurred	Approx Cost
Open	01/17/2020	Exposed to blood while making arrest	Contamination	Other	Police Officer	Police Department	\$5,000-\$19,999	12500
Open	02/10/2020	Crushed finger on garbage truck hopper	Contusion	Finger	Part-Time Sanitation	Sanitation	\$5,000-\$19,999	12500
Reopened	02/06/2020	Injured hip when plow he was driving hit curb	Sprain & Strain	Shoulder	Laborer	Buildings & Grounds	\$5,000-\$19,999	12500

Summary:

Department	Cost	Incidents
Highway Dept.	\$12,500.00	1
Sanitation	\$12,500.00	1
Engineering/Sewer	\$12,500.00	1

Department	Employees	Percentage
Police Department	83	39.5%
Highway Dept	63	30.0%
Town Hall/All Other	20	9.5%
Buildings & Grounds	18	8.6%
Sanitation	14	6.7%
Engineering/Sewer	11	5.2%
Recreation Dept.	1	0.5%

**West Seneca Full time Employees.
Department size & percentage of overall team**

Department	Employees	Percentage
Police Department	83	39.5%
Highway Dept	63	30.0%
Town Hall/All Other	20	9.5%
Buildings & Grounds	18	8.6%
Sanitation	14	6.7%
Engineering/Sewer	11	5.2%
Recreation Dept.	1	0.5%

As of August 2020, CBAG members are:

Bob Breidenstein, Mary Derk-Weiss, Julie Goodwin, Dave Kims, Dan Kollander,
Joan Lillis, Pattie Marren, Jackie Nash, Dave Rogers, Joe Sherman, Mary Sherman,
Dan Sirica, Steve Stachowski, Patti Stephens, Robin Stolinski, Michael Teager*,
Michael Wach, Mary Wagner

*membership ends after 08/31/2020