



from experts; Councilman Hanley stated the Town Clerk and Highway Superintendent should not be included

**7-B COMMUNICATIONS TO BE VOTED ON**

1. Supervisor Dickson re Nominations to the WS Deer Task Force

Motion by Supervisor Dickson, seconded by Councilman Cantafio, to approve Dr. Robin Foster, Sandra Mercado, Amanda Escobar, and Britney-Bay Croyle as members of the West Seneca Deer Task Force.

Ayes: All

Noes: None

Motion Carried

Abstained: Supervisor Dickson

2. Supervisor re Retirement of Carol Mager as Clerk Typist

Motion by Supervisor Dickson, seconded by Councilman Hanley, to accept the retirement of Carol Mager as Clerk Typist effective May 1, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

3. Supervisor Dickson re Veterans Memorial Howitzer

Motion by Supervisor Dickson, seconded by Councilman Hanley, to adopt the following resolution to assist the West Seneca Joint Veterans Committee to retain and display the M1A1 75mm Pack Howitzer in the West Seneca Veterans Memorial Park:

WHEREAS, the West Seneca Joint Veterans Committee provides invaluable services to the Town and its constituents; and

WHEREAS, an outdated and obsolete military armament (M1A1 75mm Pack Howitzer) was conditionally/deeded to the VFW 2940 by the Army Donations Program Office, and the West Seneca Joint Veterans Committee seeks to display it at the West Seneca Veterans Memorial Park, 1250 Union Road, West Seneca, New York 14224; and

WHEREAS, the Town of West Seneca determined it is in the interest of the residents, including Veteran residents and visitors, to display the military armament in the Veterans Memorial Park;

NOW THEREFORE, BE IT RESOLVED that the Town of West Seneca hereby agrees that the M1A1 75mm Pack Howitzer conditionally/deeded to VFW 2940 shall be placed at the West Seneca Veterans Memorial Park, 1250 Union Road, West Seneca, New York, for public display.

Ayes: All

Noes: None

Motion Carried

4. Town Attorney re Blue Collar Unit Memorandum of Understanding

Motion by Supervisor Dickson, seconded by Councilman Hanley, to authorize the Supervisor to sign the attached memorandum of agreement with the Blue-Collar Unit subject to ratification by the Blue-Collar Union.

On the question, Highway Superintendent Adams reiterated the benefits to the town by implementing this agreement.

Supervisor Dickson noted the agreement only applies to Highway Department employees.

Ayes: All

Noes: None

Motion Carried  
\*APPENDICES\*

5. Principal Engineering Assistant re Bid award for wide format multi-function plotter scanner

Motion by Supervisor Dickson, seconded by Councilman Piekarec, to award the bid for a lease of a wide format multi-function plotter scanner to WNY Imaging at their low bid of \$379.00/month lease with \$95.00/month maintenance and replacement of the current Kyocera TASKalfa 4550i with a Kyocera TASKalfaci 3252ci at no charge and authorize the Supervisor to sign the lease agreement.

Ayes: All

Noes: None

Motion Carried

6. Recreation Supervisor re Summer employee bonus

Motion by Supervisor Dickson, seconded by Councilman Hanley, to approve summer employee bonuses of \$100 to regular employees and \$150 to supervisors pursuant to the attached conditions, noting this applies to 2021 Summer Day Camp, Aquatics Staff, and any year-round employees that qualify for the two programs with bonuses being submitted to the Finance Department on or around September 1, 2021.

On the question, Recreation Supervisor Masset listed the efforts made recruiting summer employees.

Supervisor Dickson noted there is a possibility that federal COVID-19 relief money could be used for the bonuses.

Councilman Piekarec questioned the amount of money that was saved from winter programs that could not be held. Recreation Supervisor Masset replied at least a few thousand dollars.

Councilman Hanley and Councilman Cantafio recognized the efforts Ms. Masset has made and would like to support her in recruiting staff for the summer programs.

Ayes: All

Noes: None

Motion Carried  
\*APPENDICES\*



## **7-D DEPARTMENT REPORTS**

- Code Enforcement Department received and filed.
- Recreation Department received and filed.

## **ISSUES OF THE PUBLIC**

- A resident questioned/commented the following:
  - ✓ Were the Deer Task Force appointments advertised and how were they chosen – Supervisor Dickson explained anyone that responded to the online survey was given the opportunity to leave an email to be contacted; each Councilman appointed one individual and the Supervisor sought additional members with professional experience
  - ✓ Referred to the MOA with the Blue-Collar Unit and questioned if the Town Attorney offered an opinion about lunch periods and breaks – Town Attorney Hawthorne responded outside labor counsel reviewed the agreement and found no issue; further, agreements may be made in the collective agreement and the employees would be choosing to waive their right to the break.
  - ✓ Questioned the following items on the warrant:
    - Voucher No. 17117, Sicoli Construction Services, for \$20,510.50 – Supervisor Dickson stated it is for the Veterans Park Pavilion project
    - Vouchers for Medicare Part B – Supervisor Dickson stated these reimbursements are for former town employees per the union contract they retired under
    - Voucher No. 17299, United Survey, Inc., \$105,686.55 – Supervisor Dickson stated this is mandated sewer lining under the NYSDEC consent agreement
  - ✓ A rat in a neighbor's yard was seen eating deer droppings and questioned the status of rat complaints in town – Councilman Hanley has not received any complaints in a while, the totes appear to be helping mitigate them. Supervisor Dickson referred to the comments left on the deer survey and looks forward to the task force addressing this issue. Highway Superintendent Adams provided the phone number for Erie County.
  - ✓ Status of the petition regarding speeding on Covington Drive and feels people are becoming comfortable speeding in town overall– Supervisor Dickson will be meeting with Chief Denz about traffic overall; speeding will always have to be managed and controlled. Assistant Chief Baker explained the effects COVID-19 has had on department practices.
- A resident commented on the deer task force and stated there is interest in gardens that limit destruction from deer – Supervisor Dickson referred to a link on the webpage regarding horticulture
- A resident commented that lifeguards are a priority and need to be paid at a premium; COVID-19 unemployment pay is too high

## **COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS**

### **Recreation Supervisor**

- Swim lesson registration and hiring for summer positions is ongoing
- Programs are starting soon, parks are becoming busy

### **Highway Superintendent Adams**

- Leydecker Road bridge closed today through July 15, 2021
- Sun King electronics recycling event on July 17th at the Developmental Center on East & West Road, must pre-register

- Highway Department is accepting applications for the Sanitation and Buildings & Grounds Departments
- Demolition for the splashpad is completed

**Councilman Hanley**

- Meeting with Paul Mulcaire from the Buffalo Fenians will attend the May 3<sup>rd</sup> Town Board meeting

**Councilman Cantafio**

- Spoke with the owner of 555 Orchard Park Road - Steel Bound Brewery from Ellicottville is projected to open on site in the fall

**Town Clerk Kobler**

- "Clerk on the Go" program to resume on the second Thursday of each month at the Senior Center

**Assistant Chief Baker**

- Reminder that the good weather will bring out more pedestrians, bicyclists, and motorcycles

**Senior Center**

- Drug Take Back drive up in conjunction with the Police Department and DEA on Saturday, April 24<sup>th</sup>
- Trying to secure additional COVID-19 vaccines, would like to prioritize 80 years and older – please call to be added to list
- Webpage is updated for all activities

**EXECUTIVE SESSION**

Motion by Supervisor Dickson, seconded by Councilman Hanley, to enter into executive session to discuss a proposed acquisition, sale, or lease of particular parcel or real property.

Ayes: All

Noes: None

Motion Carried

**ADJOURNMENT**

Motion by Supervisor Dickson, seconded by Councilman Bauer, to adjourn the meeting at 7:52 P.M.

Ayes: All

Noes: None

Motion Carried

  
\_\_\_\_\_  
**AMY M. KOBLER, TOWN CLERK**

MEMORANDUM OF AGREEMENT

by and between

THE TOWN OF WEST SENECA

And

THE CIVIL SERVICE EMPLOYEES' ASSOCIATION, INC. UNIT 6713-01, LOCAL 1000, AFSCME, AFL-CIO on behalf of the CSEA Town of West Seneca Highway Unit

WHEREAS the parties wish to enter into a pilot program to temporarily change the normal workday/workweek from a five day – eight hour per day to work schedule, to a four-day, ten hour per day work schedule.

NOW THERE FORE BE IT AGREED, the following:

1. Commencing May 1, 2021 and continue until August 31, 2021, the normal work schedule shall be changed to a four (4) day, ten (10) hour per day work schedule for CSEA bargaining unit members assigned to the Highway Department (not sewer, sanitation, buildings & grounds). The normal workday shall hereafter refer to a 10-hour workday.
2. The Highway Superintendent will have sole discretion to extend this pilot program until September 30, 2021.
3. Employees normally scheduled days off shall continue to be Saturday and Sunday. For the duration of this pilot program approximately half (1/2) of the Highway Department employees will be assigned to a Monday through Thursday work week and approximately half (1/2) of the highway department employees will be assigned to work a Tuesday through Friday schedule.
4. The normally scheduled workday during the 4 day, 10 hours per day schedule shall commence at 6:30 am, and end at 5:00 pm.
5. Based upon the needs of the department and prior approval from the Highway Superintendent the lunch break period may be taken at 4:30pm.
6. During the 4-day, 10-hour schedule, all benefit time (sick, vacation, personal leave) will be utilized by the hour (10 hours for full days of absence or vacation) and half (1/2) days will be charged at 5 hours of benefit time.
7. On Mondays and Fridays during the 10-hour workday, the number of Highway employees that may be scheduled for time off will be reduced to three (3) as approved by the Highway Superintendent.
8. During any week with a weekday holiday (Memorial Day, 4<sup>th</sup> of July, Labor Day), employees shall revert back to the contractual 5-day, 8 hour per day workweek, so as to provide for the normally scheduled 8-hour holiday.

9. Employees shall not be entitled to premium pay for overtime unless they work in excess of 10 hours per day or 40 hours per week. Except as provided in paragraph 8 and the CBA as it relates to holiday overtime.
10. Prior to the commencement of this pilot program a schedule bid will take place. The bid will be circulated for the affected employees to submit their preference of a Monday – Thursday or Tuesday -Friday schedule. The bidding process will be by seniority in title, not bargaining unit seniority. Schedule selection will be for the entire length of the 4-day, 10-hour program. The Highway Superintendent has the authority to adjust the schedule assignments based on the needs of the department.
11. The Highway Superintendent may adjust schedule assignments in cases of unanticipated extended absences. The Superintendent will first solicit volunteers, then assign by reverse order of seniority in title if there are no volunteers.
12. During this pilot program, any provisions of this memorandum of understanding that may contradict the terms of the collective bargaining agreement shall not be subject to the grievance procedure.
13. If at any time during the 4-day, 10-hour per day pilot program, unanticipated issues arise, both the Union and the Highway Superintendent agree to meet to resolve, and if needed, amend this Memorandum of Agreement.
14. This pilot program shall expire on August 31, 2021 (or if extended by the Highway Superintendent, September 30, 2021), and the normal workday/workweek provisions of the collective bargaining agreement shall prevail.
15. This letter of understanding shall be subject to ratification by the union body assigned the Highway Department prior to taking effect.

IN WITNESS WHEREOF

FOR THE CSEA

FOR THE TOWN

\_\_\_\_\_  
 Deb Mueller                      Date  
 Labor Relations Specialist

\_\_\_\_\_  
 Gary Dickson                      Date  
 Supervisor

\_\_\_\_\_  
 Brian Cummins                      Date  
 Unit President

\_\_\_\_\_  
 Brian Adams                      Date  
 Highway Superintendent



## Summer Employee Bonus

The department is having a challenging time hiring for both year-round and seasonal positions. Recreation programs and facilities are contingent upon proper staffing levels and filling these positions is required to open and operate our facilities and programs. The departments' goal is to have all Summer 2021 positions filled and appointed by the May 17, 2021 Town Board meeting.

There has been discussion between Town Board members regarding the possibility of offering reimbursement towards certifications and/or offering a bonus. I am asking the Town Board to discuss the possibility of offering a bonus to Summer 2021 employees who meet the following criteria at the end of the season.

1. Employee must have obtained all required certifications, on their own, by June 10, 2021. All required certifications must be valid until September 1, 2021.
2. The employee must have worked the entire length of the season (opening date – closing date).
3. The employee must have attended all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. The employee must show up for all their shifts (entire length of shift) or find shift coverage for the shifts they are unable to attend. This is for all request off types. If the department must find the coverage or there is no coverage the employee does not qualify for the bonus.
5. The employee must have had no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.

If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is unable to run the summer program, the employee will receive 25% of the bonus for the program they were hired for.

If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is forced to shut down the summer program after it has already started, the employee will receive (a) the bonus at a pro-rated amount based on how many weeks the program has already run for or (b) 50% of the bonus for the program they were hired for. The employee will be issued the lesser amount.

The bonus would be submitted to the finance department on or around September 1, 2021 to issue to Summer 2021 employees. The attached "End of Season Qualification Form" would be used. Employees would be required to sign the "Onboarding Employee Acknowledgement of Summer Bonus Requirements" during the on boarding process.

We are hoping to hire 35-40 Aquatics Staff and 27-30 Summer Day Camp Staff. This number does not include any additional personnel that may be needed due to COVID-19 restrictions/policies.

Offering a bonus over a certification reimbursement will still offset the cost of a certification course and would hopefully allow us to find qualified staff, avoid employees requesting off/no call, no show for their shift causing the program to close/cancel last minute and ensure all employees follow the policies set forth by the Town.

There is no guarantee that by offering a reimbursement or bonus that the Town will find enough applicants to run our Summer programs. Further, if we do hire enough staff, this does not guarantee a staffing shortage caused by COVID-19 and/or a closure/shut down or for any reason related or not related to COVID-19. If an employee is placed in quarantine, they must follow the Town of West Seneca COVID-19 Quarantine Policy. This will not affect their bonus.

### I am asking the Town Board to discuss:

1. If offering this bonus to attract qualified applicants is acceptable.
2. Decide on a bonus amount (\$100 - \$250). Please note this is not included in the 2021 Budget.
3. Decide if this will be offered to both Summer Day Camp Staff and Aquatics Staff or only one group.
4. Discuss if year-round part-time employees will be offered any incentive (for positions that require and do not require certifications).

**Onboarding Employee Acknowledgement of Summer Bonus Requirements**

I understand that I will qualify for the Summer 2021 Bonus if and only if:

1. I obtain all required certifications, by June 10, 2021 and have them on file with the West Seneca Youth & Recreation Office **AND** All of my certifications must be valid through September 1, 2021.
2. I understand that I must work the entire length of the season (opening date - closing date).
3. I understand that I must attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. I attend all my shifts that I am scheduled for OR I find shift coverage for the shifts I am unable to attend. This is for all request off types. If the department has to find my coverage or there is no coverage the I do not qualify for the bonus.
5. I must have no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.
6. I understand that if the program shuts down for any reason including but not limited to COVID-19 my bonus amount may be affected and could be issued at a lesser amount and/or not issued at all.
7. The bonus amount is: \$ \_\_\_\_\_

West Seneca Youth & Recreation will submit the bonus requests on or around September 1, 2021 to issue the bonus to qualifying Summer 2021 employees.

<b>Print Name (First, Last)</b>	
<b>Signature</b>	
<b>Date</b>	

**End of Season Qualification Form**

<b>Employee Name</b>	
<b>Position</b>	
<b>Season</b>	
<b>Any other information</b>	

1. Did the employee have all of their required certifications for their employment valid and on file between June 10 – September 1, 2021?

Circle: YES NO

Notes:

2. Did the employee work the entire season (opening date – closing date)? If the employees employment ended early mark NO.

Circle: YES NO

Notes:

3. Did the employee attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season?

Circle: YES NO

Notes:

4. Did the employee show up for all their shifts and/or find shift coverage for those they could not/did not attend?

Circle: YES NO

Notes:

5. Did the employee have any disciplinary action (verbal, written, final, other) this season and/or were they a member of an investigation?

Circle: YES NO

Notes:

If the answers were as follows Q1 YES, Q2 YES, Q3 Yes, Q4 Yes and Q5 NO the employee qualifies for the Summer Bonus. If yes, this form will be submitted to the Finance Department for issuance on or around September 1, 2021.

**Did this employee qualify for the Summer Bonus? Is the bonus being issued at 100%, 50%, 25% or less and why?**

Circle: YES NO 100% 50% 25% OTHER: \_\_\_\_\_

Notes:

<b>Print Name</b>	Lauren J. Masset, Recreation Supervisor
<b>Signature</b>	
<b>Date</b>	

Information for the Finance Department:

Budget Line:

Bonus Amount:

**2021 Summer Pay Rates**

Title	Type	2019 Hourly Rate	Total Who Worked in 2019	2020 Rate	2021 Rate
Pool Supervisor	Aquatics	\$14.50	1	Return (\$15.00) New (\$14.50)	Return (\$15.50) New (\$15.00)
Camp Director	Recreation	\$13.00 - \$14.00	2	Return (\$15.00) New (\$14.50)	Return (\$15.50) New (\$15.00)
Asst Pool Supervisor	Aquatics	\$14.00	2	Return (\$14.50) New (\$14.00)	Return (\$15.00) New (\$14.50)
Asst. Camp Director	Recreation	\$13.00 - \$14.00	1	Return (\$14.50) New (\$14.00)	Return (\$15.00) New (\$14.50)
Head Lifeguard	Aquatics	\$13.25	5	Return (\$13.50) New (\$13.25)	Return (\$14.00) New (\$13.75)
Lifeguard	Aquatics	\$12.00 - \$12.50	24	Return (\$13.00) New (\$12.50)	Return (\$13.50) New (\$13.00)
Camp Staff	Recreation	\$12.00 - \$12.50	22	Return (\$13.00) New (\$12.50)	Return (\$13.50) New (\$13.00)
Bus Driver	Recreation	\$15.50	2	Return (\$16.00) New (\$15.50)	
WSI Cert	Both		6	.50 Cent Pay Raise	

**Current Year-Round Employee Pay Rates:**

Clerk Typist PT: \$12.50 (The department currently has two part-time Clerk Typists and needs to hire one more.)

Recreation Attendant PT: \$13.50. (The department currently has one part-time Recreation Attendant.)

Youth Service Coordinator PT: \$17.00 (The department current needs to fill this position.)