

NOTICE OF PUBLIC HEARING
LOCAL LAW 2024-2

Modification of Chapter 11, Youth and Recreation Commission

Notice is hereby given that a public hearing will be held before the Town Board of the Town of West Seneca on June 17, 2024, at 6:00 PM in the Court Room at the West Seneca Town Hall, 1250 Union Road, West Seneca, New York to hear all interested parties and citizens for or against the adoption of Local Law No. 2 for the year 2024. The proposed Local Law seeks to modify the selection of the Commission, residency and membership of the Youth and Recreation Commission.

Any resident of the Town of West Seneca is entitled to be heard upon said proposed adoption of Local Law No. 2 for the year 2024. Copies of the law/resolution will be available at the office of the Town Clerk for inspection by any person during regular business hours and are posted on the town's website.

Kate Newton, Town Clerk

Chapter 11

Youth and Recreation Commission

[HISTORY: Adopted by the Town Board of the Town of West Seneca 6-20-2011 by L.L. No. 1-2011; amended in its entirety 5-17-2021 by L.L. No. 3-2021. Amendments noted where applicable.]

§ 11-1 Legislative intent.

The purpose of the Youth & Recreation Commission is to promote recreation and social programs in the Town of West Seneca by acting in an advisory capacity to the Town Board and by serving as a liaison between the Town Board, Recreation Department, and Town residents on programs, facilities, parks, and other matters pertaining to recreation. The Commission's main function is to develop a sense of community and enhancement of the Town residents' quality of life by providing recreational opportunities and social programs to youth and adults.

§ 11-2 Establishment of Youth and Recreation Commission.

The Town Board of the Town of West Seneca hereby creates a commission which shall be known as the "Town of West Seneca Youth and Recreation Commission," hereinafter called the "Commission."

§ 11-3 Membership.

[Amended 6-6-2022 by L.L. No. 7-2022;8-1-2022 by L.L. No. 10-2022]

- A. ~~Except where otherwise provided~~, all members shall be residents of the Town of West Seneca with a proven interest in serving the needs and interests of the Town's residents. The Commission shall consist of nine voting members, as follows:
- (1) The West Seneca Recreation Supervisor;
 - (2) Each Town Board member (five) shall appoint one member each;
 - (3) Three members selected by the West Seneca Recreation Supervisor and approved by the Town Board from organizations/individuals affiliated with the West Seneca School District ~~who are not required to be residents of the Town of West Seneca~~; and
 - (4) The Highway Superintendent, ~~Town Attorney, Town Finance Director~~, and Town Board Liaison to Recreation shall serve as ex officio members of the Commission without voting rights.
- B. Terms of membership. All terms expire after three years. Members may be reappointed to serve on the Commission.

~~(1) Following appointments every three years.~~

~~C. Ex officio members without voting rights:~~

~~(1) Recreation Supervisor.~~

~~(2) Highway Superintendent.~~

~~(3) Town Attorney.~~

~~(4) Director of Finance.~~

~~(5) Town Board Liaison to Recreation.~~

~~C.D.~~ Vacancies on the Commission shall be filled in the same manner as the original appointment, except that a vacancy occurring other than by the expiration of term of office shall be filled only for the remainder of the unexpired term.

§ 11-4 Selection of Chairman and Recording Secretary.

At the first meeting of the Youth and Recreation Commission, its members shall elect from among themselves a Chairman and Recording Secretary. The Commission shall ~~use as a guide maintain~~ Roberts Rules of Order and/or follow any Town ~~of West Seneca~~ procedures and policies for meetings. It shall keep accurate records of its meetings and activities and shall file an annual report as provided in § 11-5 of this chapter.

§ 11-5 Powers and duties of members.

The powers and duties of the Youth and Recreation Commission shall be to:

- A. Complete ~~at least an annual survey~~ of Town residents to assess the recreational needs and interests in West Seneca using the information obtained in the survey.
- B. Develop and/or work in conjunction with a professional retained by the Town with respect to a master plan for recreation, including parks, facilities, and programs that meet the future needs of the community, including recommending any acquisitions, design and improvement of current and future facilities.
- C. Recommend all service, participation, registration and admission fees.
- D. Provide well-researched and well-thought-out recommendations to the Town Board to enhance and/or expand recreation. The Commission may be tasked with carrying through these recommendations, if approved by the ~~West Seneca~~ Town Board.
- E. The Commission shall put on various community events and assist the Recreation Department by volunteering at other programs and events.
- F. The Commission works to establish and maintain cooperative relationships with community partners and other local recreation groups and agencies.

- G. Hold meetings on a bi-monthly ~~quarterly~~ basis at a minimum.
- H. Three unexcused absences in a period of **two years** may be regarded as grounds for termination of ~~Recreation~~ Commission membership. A determination of excused/unexcused absences shall be made by the Town Board.
- I. Advise Town officials and assist in the development and maintenance of a capital plan to enhance recreation opportunities for all residents of all ages.
- J. Increase community input.
- K. The members must work closely with the Town Board, Recreation Supervisor, and Highway Superintendent.
- L. Periodically review and recommend ~~Adopt~~ suitable rules of conduct for use of all recreational facilities and the conduct of all persons while on or using the same.

§ 11-6 Reports.

The Youth and Recreation Commission shall submit an annual report to the Town Board no later than ~~the~~ April 1st of each year. The report must include a detailed summary of the activities and work of the Commission for the past year, including but not limited to, any recommendations made and the outcome of those recommendations, all programs/events that took place, fees collected, etc. From time to time, the Commission may be asked by the Town Board to submit an interim report, as may be necessary to fulfill the purposes of this chapter. Interim reports shall be due 30 days from the date requested by the Town Board.

§ 11-7 Compensation and expenses.

The members of the Commission shall receive no compensation for their services as members but may be reimbursed from funds raised by and held for the benefit of the Commission for reasonable and necessary expenses incurred in the performance of their duties **upon the submission of such documentation as may be required by the Town**. All funds must be held in an account established and maintained by the Town Finance Department. The Commission must follow the Towns Purchasing Policy and vendor payment policy.

§ 11-8 Open meetings.

The Commission shall be subject to the New York State Open Meeting Law. As such, the meeting shall be public meetings and minutes shall be taken.

§ 11-9 Town policies.

All members of the Commission shall abide by the Town of West Seneca Ethics Code, Whistleblower Policy, ~~and~~ Social Media Policy, **and all other relevant policies as determined by the Board**.

§ 11-10 Construction.

This chapter shall be deemed an exercise of the powers of the Town of West Seneca to

preserve and improve the quality of life on behalf of the present and future inhabitants thereof. This Chapter is not intended and shall not be deemed to impair the powers of any other public corporation.

§ 11-11 When effective.

This chapter shall become effective immediately upon its enactment by the Town Board after proper filing, including filing with the office of ~~the State Comptroller and the Office of the~~ Secretary of State.