

Supervisor Sheila M. Meegan called the meeting to order at 7:00 P.M. with 30 seconds of silent prayer in memory of President George H.W. Bush followed by the Pledge of Allegiance.

**ROLL CALL:** Present - Sheila M. Meegan Supervisor  
Eugene P. Hart Councilman  
William P. Hanley, Jr. Councilman

Absent - None

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

The meeting was dedicated to the memory of Robert Mendez, William Masset, Roy Mayers, Ronald and Anna Nero.

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**24-A MINUTES TO BE APPROVED**

- Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve Minutes #2018-23 of November 19, 2018.

Ayes: All

Noes: None

Motion Carried

**24-B PUBLIC COMMENTS ON COMMUNICATIONS** - None

**24-C TABLED ITEMS**

1. Councilman Hart re Revision Remained on the table.  
to Chapter 120 – Zoning  
Article IIA Industrial park Ayes: All Noes: None Motion Carried  
Overlay District

**24-D COMMUNICATIONS**

1. Town Attorney re Bid date Motion by Supervisor Meegan, seconded by Councilman  
for collection & processing of Hart, to authorize the Town Attorney and Highway Sup't.  
recyclables to prepare bid documents for collection and processing of  
recyclables, noting bid documents will be available in the  
Town Clerk's Office on December 6, 2018 and the bid  
opening date will be December 20, 2018.  
  
Ayes: All Noes: None Motion Carried

**24-D COMMUNICATIONS**

2. Highway Sup't. re  
Appointment of Collin Brown  
as Sanitation MEO

Motion by Supervisor Meegan, seconded by Councilman Hanley, to terminate Collin Brown as Sanitation Laborer and appoint him as Sanitation Motor Equipment Operator at a rate of \$23.52 per hour effective December 3, 2018 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  
dispatchers

Motion by Supervisor Meegan, seconded by Councilman Hart, to change the status of part-time public safety dispatchers Gerard Mazurkiewicz, Kayla Weir, Norman Brem and Andrew Oscypala to part-time seasonal effective December 1 – 31, 2018 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All                      Noes: None                      Motion Carried

4. Director of Finance re  
Professional auditing services  
request for proposals

Motion by Supervisor Meegan, seconded by Councilman Hart, to authorize Director of Finance Megan Wnek to prepare a request for proposals for the performance of audit services for the fiscal years ending December 31, 2018, 2019 and 2020 with two option years, noting the due date for inquiries is December 14, 2018 and the due date for proposals is December 18, 2018 at 4:00 P.M.

Ayes: All                      Noes: None                      Motion Carried

5. Director of Finance re  
Standard Work Day  
Reporting resolution

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the attached standard work days for appointed officials as indicated and report the officials to the New York State and Local Retirement System based on their record of activities; and further, adopt the attached standard work days for employees as indicated and report days worked to the New York State Retirement System based on the time keeping system.

Ayes: All                      Noes: None                      Motion Carried  
\*APPENDICES\*

**24-D COMMUNICATIONS**

- 6. Recreation Supervisor re Winter & spring recreation programs

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve the following winter and spring recreation programs:

Youth Basketball Clinic  
Winter Warm Ups

Youth Open Gym  
Open 1/2 Court Basketball

Ayes: All

Noes: None

Motion Carried

**24-E APPROVAL OF WARRANT**

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve the vouchers submitted for audit, chargeable to the respective funds as follows: General Fund - \$2,428,991.85; Highway Fund - \$589,656.41; Sewer Fund - \$79,532.40; Electric Lighting - \$301.71 Capital Fund - \$15,896.58 (vouchers 0 - 1129)

Ayes: All

Noes: None

Motion Carried

**ISSUES OF THE PUBLIC**

- A Harwood Road resident questioned/commented on the following:
  - ✓ Commended Highway Department employees on leaf pickup
  - ✓ Amount of savings the town has seen with the sewer project – Supervisor Meegan responded she will check the amount with the Engineering Department and provide a figure. Councilman Hanley stated the town has been able to remove two pumps since the start of the project.
  - ✓ Requested donations for Christmas gifts for 20 residents at Seneca Manor that have no family
- An Indian Church Road resident questioned/commented on the following:
  - ✓ Requested a response on previous questions pertaining to electrical inspections - Councilman Hanley stated 700 letters were sent from the Code Enforcement Office this year, and of those letters, 60 were for electrical violations; there were 510 electrical permits issued with 18 electrical re-inspections. He further noted it is the responsibility of the electrical inspector to report health/fire hazards when seen. Code Enforcement Officer Jeffrey Schieber will provide figures on revenue from re-inspections and electrical violations and the amount Commonwealth received in the past.
  - ✓ Believes it is an ethics violation for the electrical inspector to own a business within the town and questioned who inspects the work of the business - Councilman Hart stated the electrical inspector is in a partnership with another individual who performs work within the town and the electrical inspector does not inspect those jobs. Code Enforcement Officer Jeffrey Schieber stated he performs electrical inspections for that company and the number of jobs they have within the town is minimal.

**ISSUES OF THE PUBLIC**

- ✓ Status of hawk light on Union Road – Supervisor Meegan stated she asked NYSDOT for a hawk light on Union Road and a study will be done to see if it is warranted. If approved, NYS pays for the light.
- ✓ Requested a time frame for replacement of the light that was knocked down at Mineral Springs & Harlem Road - Councilman Hanley responded the pole/light has been reported.
- A Singer Drive resident questioned/commented on the following:
  - ✓ Lights on Ridge Road are still not changed and more are not functioning - Councilman Hanley stated Town Attorney John Fenz recently sent an email regarding the lights on Slade Avenue and Ridge Road.
  - ✓ Did Catco obtain an electrical permit to work on the signal on Union Road – Councilman Hanley responded that Union Road is a state road and Supervisor Meegan suggested the resident contact Senator Gallivan’s office for information on how the state handles the issue.
  - ✓ The town not being responsible for damage done by a town plow in a private driveway - Councilman Hanley responded parking is not allowed in the required front setback and that may be why the town is not responsible.
  - ✓ Does the electrical inspector hold a master electrician license within the town - Code Enforcement Officer Jeffrey Schieber stated he is licensed in other municipalities but not in West Seneca because he does not perform work within the town.
- A Pinecourt North resident commented on creation of a historical committee - Supervisor Meegan stated Town Historian James Pace is working on creation of a historical preservation board.
- A Mill Road resident questioned the status of a plan for beautification of Union Road between Southgate Plaza and the Community Center & Library. Councilman Hanley stated this is a state project and NYSDOT previously met with the town. Councilman Hart stated Union Road was paved five years ago and NYSDOT will not touch it again until more repairs are needed.
- A Parkside Drive resident questioned/commented on the following:
  - ✓ Softball tournament held at Sunshine Park and requested figures on how much they were charged
  - ✓ WNY Flash use of soccer park and the charge from the town - Supervisor Meegan responded the charge is \$15,000 or capital improvements at the park.
  - ✓ Oddenbach tournament and their charge from the town – Supervisor Meegan responded the charge is \$5000.
  - ✓ Expressed his displeasure with the discipline and settlement with a former employee
  - ✓ Expressed his displeasure with the handling and outcome of the AmeriCorps investigation

**PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS**

**SUPERVISOR MEEGAN**

- Pearl Harbor Day ceremony will be held December 7, 2018 at noon in the West Seneca Community Center; Spot Coffee will be providing refreshments

**WEST SENECA TOWN OFFICES**  
**1250 Union Road**  
**West Seneca, NY 14224**

**TOWN BOARD PROCEEDINGS**  
**Minutes #2018-24**  
**December 3, 2018**  
**Page five . . .**

**ADJOURNMENT**

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adjourn the meeting at 7:45 P.M.

Ayes: All

Noes: None

Motion Carried

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**JACQUELINE A FELSER, TOWN CLERK**



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day Resolution for Employees\*

## RS 2418

(Rev. 7/11)

BE IT RESOLVED, that the Town of West Seneca, Location code 30046, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Van Drive	8
Bus Driver	8
Food Service Helper	6
Director of Recreation	7
Recreation Attendant	6
Recreation Instructor	6
Life Guard	8
School Crossing Guard	6

On this 6th day of December, 2018

Jacqueline A. Felser  
 (Signature of clerk)

Date enacted: 12/3/2018

I, Jacqueline A. Felser, clerk of the governing board of the Town of West Seneca,  
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 3rd day of December, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

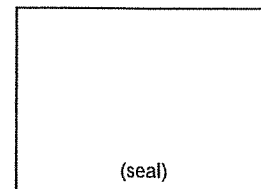
I further certify that the full board, consists of 3 members, and that all of such members were present at such meeting and that all of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto

Set my hand and the seal of the

Town of West Seneca

(Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

Standard Workday  
Resolution for Employees  
RS 2418  
continued

Title	Standard Work Day (Hrs / day)
Police Matron	6
Warrant Clerk	6
Youth Service Coordinator	6
Secretary to the Supervisor	7
Secretary to the Highway Superintendent	7
Town Historian	6
Fair Housing / Affirmative Action Officer	6
Bingo Inspector	6
Americans with Disabilities Officer	6
Clerk to Town Justice	7
Court Liaison	6
Court Security Officer	8
Deputy Registrar of Vital Statistics	6
Deputy Superintendent of Highway	8
Dog Control Officer	8
First Deputy Clerk	6
Harassment Compliance Officer	6
Law Clerk	7
Natural Disaster Services Coordinator	6
Planning Board Secretary	6
Records Clerk	7
Registrar of Vital Statistics	6
Second Deputy Clerk	6
Town Prosecutor	6
Zoning Board Secretary	6



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

## Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A  
 (Rev. 3/14)

BE IT RESOLVED, that the TOWN OF WEST SENECA / 30046 hereby establishes the following standard work days for these titles and

will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Participates in Employer's Time Keeping System (Yes/No-If Yes, do not complete the last two columns)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>									
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>
<b>Appointed Officials</b>									
Town Attorney	7	John Fenz	7961	41360215	<input type="checkbox"/>	1/1/18 - 12/31/19	No	28.68	<input type="checkbox"/>
Planning Board Member	6	Brendon Najm	0922	60642824	<input type="checkbox"/>	1/1/18 - 12/31/24	No	1.93	<input type="checkbox"/>
Planning Board Member	6	James Rathman	8090	38114385	<input type="checkbox"/>	1/1/15 - 12/31/21	No	2.22	<input type="checkbox"/>

**SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE**

I, Jacqueline A. Feber, secretary/clerk of the governing board of the TOWN OF WEST SENECA, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 3rd day of December, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the TOWN OF WEST SENECA on this 6th day of December, 2018, Jacqueline A. Feber

Affidavit of Posting: I, Jacqueline A. Feber, being duly sworn, deposes and says that the posting of the Resolution began on 12/6/2018 and continued for at least 30 days. That the Resolution was available to the public on the

- Employer's website at www.westseneca.net
- Official sign board at 1250 Union Road, West Seneca
- Main entrance secretary or clerk's office at \_\_\_\_\_

