

WEST SENECA COMMUNITY ROOM  
1300 UNION ROAD  
WEST SENECA, NY 14224

TOWN BOARD PROCEEDINGS  
REORGANIZATION MEETING  
January 2, 2019

Supervisor Meegan called the meeting to order at 6:00 P.M. with 30 seconds of silent prayer followed by the Pledge of Allegiance led by Chief Denz.

**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.

- 
1. Motion by Councilman Hanley, seconded by Councilman Hart, that the elected town officials are salaried as follows effective January 1, 2019:

Supervisor	Sheila M. Meegan	\$72,500
Council Members (2)	Eugene P. Hart	\$21,000
	William Hanley	\$21,000
Town Clerk	Jacqueline A. Felser	\$61,305.25
Highway Supt.	Matthew D. English	\$93,359.68
Town Justices (2)	Shannon E. Filbert	\$42,965.44
	Jeffrey M. Harrington	\$42,965.44

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

Ayes: All Noes: None Motion Carried

2. Motion by Councilman Hanley, seconded by Councilman Hart, to accept the resignation of Town Attorney John J. Fenz effective December 31, 2018 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

3. Motion by Councilman Hanley, seconded by Councilman Hart, to appoint Tina Hawthorne as Town Attorney for a term set pursuant to Town Law §24 at an annual salary of \$70,000 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

Town Clerk Jacqueline Felser administered the oath of office to Town Attorney Tina Hawthorne. Supervisor Meegan noted Mrs. Hawthorne is the first female Town Attorney for the Town of West Seneca.

4. Motion by Councilman Hanley, seconded by Supervisor Meegan, that Kimberly S. Conidi and Jon F. Minear be appointed Town Prosecutors at an annual salary of \$8,500 each effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

Town Clerk Jacqueline Felser administered the oath of office to Town Prosecutor Kimberly Conidi.

5. Motion by Councilman Hanley, seconded by Councilman Hart, that Kimberly S. Conidi be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel, noting the Deputy Town Attorney's services shall be limited to providing counsel to the Zoning Board of Appeals.

Ayes: All

Noes: None

Motion Carried

6. Motion by Councilman Hanley, seconded by Councilman Hart, that Jon F. Minear be appointed Deputy Town Attorney at an annual salary of \$4,000 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel, noting the Deputy Town Attorney's services shall be limited to providing counsel to the Board of Ethics.

Ayes: All

Noes: None

Motion Carried

7. Motion by Councilman Hanley, seconded by Supervisor Meegan, that Clark, Patterson, Lee be hired as the provider of engineering services to the town at a cost not to exceed \$75,000 per year.

Ayes: All

Noes: None

Motion Carried

8. Motion by Councilman Hanley, seconded by Councilman Hart, that Harris Beach PLLC be retained as bond counsel for the Town of West Seneca for all financing matters, noting services will be performed at the fees and charges as described in the Harris Beach bond counsel engagement agreement dated December 12, 2018 and the Supervisor is hereby authorized to complete and execute a retainer agreement with said firm for all financing matters in substantially the same form as said December 12, 2018 agreement for the Town of West Seneca.

Ayes: All

Noes: None

Motion Carried

9. Motion by Councilman Hanley, seconded by Councilman Hart, to authorize the Supervisor to sign the Assessor's renewal agreement with the Town of Elma effective January 1, 2019 through December 31, 2019, noting the amount of this agreement is \$47,600.81.

Ayes: All

Noes: None

Motion Carried

10. Motion by Councilman Hanley, seconded by Supervisor Meegan, to authorize the Supervisor to sign the grant consulting agreement with Connie D. Miner in the amount of \$30,000 annually in equal monthly installments effective January 1, 2019 through December 31, 2019.

Ayes: All

Noes: None

Motion Carried

11. Motion by Councilman Hanley, seconded by Councilman Hart, that Jacqueline A. Felser be appointed Registrar of Vital Statistics at an annual salary of \$4062 effective January 1, 2019, all fees to go to the General Fund, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

12. Motion by Councilman Hanley, seconded by Councilman Hart, on the recommendation of Town Clerk Jacqueline Felser, that Amy Kobler be appointed Deputy Registrar of Vital Statistics at an annual salary of \$1661 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

13. Motion by Councilman Hanley, seconded by Supervisor Meegan, on the recommendation of Town Clerk Jacqueline Felser, that Amy Kobler be appointed First Deputy Clerk effective January 1, 2019 with an annual stipend of \$2,500 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

14. Motion by Councilman Hanley, seconded by Councilman Hart, on the recommendation of Town Clerk Jacqueline Felser, that Laurine Fischione be appointed Second Deputy Clerk effective January 1, 2019 with an annual stipend of \$1,000 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

15. Motion by Councilman Hanley, seconded by Councilman Hart, on the recommendation of the Town Justices, that Maureen Brownsey be appointed liaison for the courts effective January 1, 2019 with an annual stipend of \$1500 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: None    Noes: None    Motion Carried

16. Motion by Councilman Hanley, seconded by Councilman Hart, on the recommendation of Highway Superintendent Matthew English, that Kevin Smith be appointed Deputy Highway Superintendent effective January 1, 2019 at an annual salary of \$6,000 and that he act in the capacity of the Highway Superintendent in the event of his absence for any reason (i.e. vacation, illness, etc.) and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All    Noes: None    Motion Carried

17. Motion by Councilman Hanley, seconded by Councilman Hart, that Dennis M. Osinski and Steven DiSalvo be appointed to the Board of Plumbing Examiners effective January 1, 2019 at an annual stipend of \$500 each.

Ayes: All    Noes: None    Motion Carried

18. Motion by Councilman Hanley, seconded by Councilman Hart, that Ed Simoncelli and Dennis Kremblas be appointed to the Board of Electrical Examiners effective January 1, 2019.

Ayes: All    Noes: None    Motion Carried

19. Motion by Councilman Hanley, seconded by Supervisor Meegan, that James Pace be appointed Town Historian at an annual salary of \$4500 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All    Noes: None    Motion Carried

20. Motion by Councilman Hanley, seconded by Supervisor Meegan, that the following be appointed to the Environmental Commission:

- 1 year term effective January 1, 2019 – December 31, 2019
- Evelyn Hicks (chair)                  Camie Jarrell P.E.                  Karl Spencer
- 2 year term effective January 1, 2019 – December 31, 2020
- Emily Baker    Lauren Masset                  Richard Rutkowski                  Michael Wass
- 1 year term effective January 1, 2019 – December 31, 2019
- Amy Kobler

20. (continued)

2 year term effective January 1, 2019 – December 31, 2020

Aubrey Murphy

Youth – 1 year term effective January 1, 2019 – December 31, 2019

Matthew Roche

Ayes: All

Noes: None

Motion Carried

21. Motion by Councilman Hanley, seconded by Councilman Hart, to appoint Patricia Wass to the Library Board effective January 1, 2019 for a five (5) year term ending December 31, 2023.

Ayes: All

Noes: None

Motion Carried

22. Motion by Councilman Hanley, seconded by Councilman Hart, that the annual salaries of the Zoning Board of Appeals and Planning Board be set at \$5,946 for the Chairman of each board and \$4,032 each for the other members of each board effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel, noting that members of each board will be paid one-twelfth of the annual salary with absences paid at the discretion of the Chairman; however, three (3) missed meetings could be reason for removal from the board.

Ayes: All

Noes: None

Motion Carried

23. Motion by Councilman Hanley, seconded by Councilman Hart, that Timothy Elling be appointed as Chairman of the Zoning Board of Appeals effective January 1, 2019 for a five (5) year term ending December 31, 2023.

Ayes: All

Noes: None

Motion Carried

24. Motion by Councilman Hanley, seconded by Councilman Hart, that Dale McCabe be appointed to the Planning Board effective January 1, 2019 for a seven (7) year term ending December 31, 2025.

Ayes: All

Noes: None

Motion Carried

25. Motion by Councilman Hanley, seconded by Councilman Hart, that Jacqueline A. Felser be appointed Secretary to the Planning Board at an annual salary of \$4,300 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

26. Motion by Councilman Hanley, seconded by Councilman Hart, that Jacqueline A. Felser be appointed Secretary to the Zoning Board of Appeals at an annual salary of \$4,300 effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All    Noes: None    Motion Carried

27. Motion by Councilman Hanley, seconded by Councilman Hart, that Amy Kobler be appointed Secretary to the Board of Ethics effective January 1, 2019 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All    Noes: None    Motion Carried

28. Motion by Councilman Hanley, seconded by Councilman Hart, that Anthony Alessi, Michael Shea, and Mark Kwiatkowski of West Seneca be appointed Civil Officers of the Town of West Seneca effective January 1, 2019 for the purpose of service of process, etc. without remuneration from the town.

Ayes: All    Noes: None    Motion Carried

29. Motion by Councilman Hanley, seconded by Councilman Hart, that Dominic Russo be appointed to the Board of Assessment Review for a five year term effective January 1, 2019 and expiring September 30, 2023 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All    Noes: None    Motion Carried

30. Motion by Councilman Hanley, seconded by Councilman Hart, that members of the Board of Assessment Review be subject to the call of the Assessor at an annual stipend of \$500 each and the Chairman of the Board of Assessment Review at an annual stipend of \$750 effective January 1, 2019.

Ayes: All    Noes: None    Motion Carried

31. Motion by Councilman Hanley, seconded by Supervisor Meegan, that the following officials and employees not represented by the Collective Bargaining Agreement recognized by the Town of West Seneca are hereby appointed to the following positions with salaries effective January 1, 2019:

<u>Megan Wnek</u>	Director of Finance	\$ 71,750.00
<u>Daniel Denz</u>	Chief of Police	\$ 154,275.85
<u>Michael Boehringer</u>	Assistant Chief of Police	\$ 136,511.19
<u>Dina Weixlmann</u>	Secretary to Highway Sup't	\$ 50,829.78
<u>Emily Melski</u>	Chief of Staff/Secretary to Supervisor	\$ 50,829.78



37. Motion by Councilman Hanley, seconded by Councilman Hart, that town funds be deposited in the West Seneca offices of the following banks effective January 1, 2019:

- M & T Trust Co. - Operating, Trust & Agency, Payroll, Workers Compensation, P & A, General Investment, Reserve Accounts
- Evans National Bank - Operating
- J.P. Morgan Chase - Operating, Capital
- Key Bank - Workers Compensation

Ayes: All   Noes: None   Motion Carried

38. Motion by Councilman Hanley, seconded by Councilman Hart, that the Town Board does hereby authorize all funds of the Construction and Improvement Account to be maintained by a consolidated bank account, but that the town continues to maintain a separate Improvement Account at all times as recommended by the state auditors.

Ayes: All   Noes: None   Motion Carried

39. Motion by Councilman Hanley, seconded by Councilman Hart, that the Town Board approves a blanket purchase order for utilities for the 2019 fiscal year:

- Telephone : \$110,230      Verizon Wireless, Verizon Fios, Spectrum, Level 3
- Electricity: \$432,432     NYSEG, Direct Energy, National Grid
- Gas: \$86,000              National Fuel, National Fuel Resources
- Water: \$28,050            Erie County Water Authority

Ayes: All   Noes: None   Motion Carried

40. Motion by Councilman Hanley, seconded by Councilman Hart, that the Town Board of the Town of West Seneca, pursuant to §25 of the Town Law and §11(2) of the Public Officers Law, hereby approves the execution of a Public Employee's Blanket Bond issued by Fidelity Deposit Company covering all officers and employees including the Supervisor, Town Board, Town Clerk, Superintendent of Highways, Director of Finance and two (2) Town Justices for the sum of \$500,000 per occurrence, and be it further resolved that the undertaking shall be effective January 1, 2019, noting that a \$2,500 deductible will apply to the bond.

Ayes: All   Noes: None   Motion Carried

41. Motion by Councilman Hanley, seconded by Councilman Hart, to designate the West Seneca Bee as the official newspaper with the Buffalo News and The Sun to be used at the discretion of the Town Board.

Ayes: All   Noes: None   Motion Carried







53. Motion by Councilman Hanley, seconded by Councilman Hart, that the following list of banks be added to the town's Investment Policy for use at the discretion of the Supervisor and/or Director of Finance:

Key Bank of W.N.Y., N.A.  
M & T Bank

Bank of America  
J.P. Morgan Chase

Citizens Bank  
Evans National Bank

Ayes: All

Noes: None

Motion Carried

54. Motion by Councilman Hanley, seconded by Councilman Hart, that to the extent possible, regular meetings of the Town Board where not otherwise specified be held at 7:00 P.M. in the Community Room located in the West Seneca Community Center & Library as follows:

<b>DATE</b>	<b>TIME</b>	<b>MEETING TYPE</b>
January 2, 2019	6:00 PM	Organization
January 2, 2019	7:00 PM	Town Board Meeting
January 28, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
February 11, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
February 25, 2019	7:00 PM	Town Board Meeting
March 11, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
March 25, 2019	7:00 PM	Town Board Meeting
April 8, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
April 22, 2019	7:00 PM	Town Board Meeting
May 6, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
May 20, 2019	7:00 PM	Town Board Meeting
June 3, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
June 17, 2019	7:00 PM	Town Board Meeting
July 1, 2019	3:00 PM	Town Board Meeting
July 15, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
July 29, 2019	3:00 PM	Town Board Meeting
August 12, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
August 26, 2019	3:00 PM	Town Board Meeting
September 9, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
September 23, 2019	7:00 PM	Town Board Meeting
October 7, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
October 21, 2019	7:00 PM	Town Board Meeting
November 4, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
November 18, 2019	7:00 PM	Town Board Meeting
December 2, 2019	3:00 PM & 7:00 PM	Work Session & Town Board Meeting
December 16, 2019	7:00 PM	Town Board Meeting
December 30, 2019	7:00 PM	Town Board Meeting

54. (continued)

and any emergency meeting at the call of the Supervisor. Special meetings shall be held at the call of the Town Clerk of the Town of West Seneca upon written request of at least two (2) members of the Town Board. Notice in writing stating the time, place and purpose of the special meeting shall be served personally upon each member of the Town Board at least forty eight (48) hours before the date fixed for holding the meeting. Only business specified in the notice thereof may be transacted at a special meeting. In accordance with the Open Meetings Law, the public and news media shall be given reasonable notice of any special meeting and all further executive sessions shall be public except for specific purposes allowed by law.

Ayes: All

Noes: None

Motion Carried

55. Motion by Councilman Hanley, seconded by Councilman Hart, subject to the provisions of Section 284 of the Highway Law, to enter into an agreement with the Superintendent of Highways that moneys levied and collected in the town for the repair and improvement of highways and received from New York State for State Aid for the repair and improvement of highways shall be expended pursuant the terms set forth therein.

Ayes: All

Noes: None

Motion Carried

56. Motion by Councilman Hanley, seconded by Councilman Hart, that no town vehicles be used for personal use and all town vehicles, including the equipment in the Highway Department, be identified by decals with the exception of the Police Department vehicles used for detective work and the Police Chief's car and direct the Supervisor to ensure that decals are placed on all cars except those mentioned; town vehicles for take home use shall be provided to the Chief of Police, Highway Superintendent and Supervisor; town vehicles shall not leave the town limits except for use on official town business.

Ayes: All

Noes: None

Motion Carried

57. Motion by Councilman Hanley, seconded by Councilman Hart, that no town equipment may be used for personal use.

Ayes: All

Noes: None

Motion Carried

58. Motion by Councilman Hanley, seconded by Councilman Hart, that in the interest of energy conservation, the operation of a log be continued for each town-owned truck and vehicle as relating to mileage, destination and task accomplished, said log to be reviewed by department head and forwarded monthly to committee chairman responsible for that office; further, no town-owned vehicle except Police Department vehicles shall be left running at any location for any reason; and further, all town vehicles of various department heads, except police and highway, shall be left at Town Hall for general use while individuals are on vacation or any extended time off.

Ayes: All

Noes: None

Motion Carried

59. Motion by Councilman Hanley, seconded by Councilman Hart, that the Town Board sets the following rules relating to use of Highway Department personnel and equipment for emergencies:
1. West Seneca Highway Department is authorized to provide for emergency assistance to the local school systems, fire districts and other municipalities if personnel or equipment are requested;
  2. An emergency must exist and have been declared in the Erie County municipality requesting assistance;
  3. Highway Superintendent will promptly notify the Supervisor of such action and a written summary will be immediately given to the Town Clerk and Town Attorney outlining the details of the emergency service, including the Emergency Operations Center;
  4. Town equipment will be operated by West Seneca employees in the majority of work situations; however, slow-moving vehicles (roller), stationary equipment (air compressor or pumps) and light tools may be loaned to another Highway Department to be used and operated by their employees and fees may be assigned to the municipality that receives long term aid; and
  5. West Seneca Highway Superintendent is authorized to request aid from other towns in Erie County and non-West Seneca personnel and equipment will work under the supervision of the West Seneca Highway Superintendent.

Ayes: All

Noes: None

Motion Carried

60. Motion by Councilman Hanley, seconded by Supervisor Meegan, that John Fenz be designated Step 3 Grievance Officer by the Town Board effective January 1, 2019 without remuneration.

On the question, Councilman Hart suggested Town Attorney Tina Hawthorne be appointed to this position. Councilman Hanley stated Mr. Fenz is working on some projects with human resources and he would like to afford him the opportunity to complete them. Councilman Hart requested that Mrs. Hawthorne be kept informed of any ongoing Step 3 grievances.

Ayes: (2) Councilman Hanley, Supervisor Meegan

Noes: (1) Councilman Hart

Motion Carried

61. Motion by Councilman Hanley, seconded by Supervisor Meegan, that Mark Koller be appointed the town's Fair Housing Officer & Affirmative Action Officer effective January 1, 2019 at an annual stipend of \$1,200 and further direct Mr. Koller to submit an annual report documenting matters handled.

Ayes: All

Noes: None

Motion Carried

62. Supervisor Meegan announced the following personal appointments and committees for the year 2019, noting she and Town Attorney Tina Hawthorne will also be a member of each committee:

Deputy Supervisor                      Councilman William Hanley

COMMITTEES and or LIASONS:

Utility Advisory	Members	Steve Amoia, William P. Hanley Jr., Robert Niederpruem
Engineering & Spec. Districts		Sheila M. Meegan
Police & Public Safety		Sheila M. Meegan
Senior Citizens		Eugene P. Hart
Recreation		William P. Hanley Jr.
Library Advisory		Eugene P. Hart
Highway		Sheila M. Meegan
Insurance		Sheila M. Meegan
Capital Projects		Sheila M. Meegan, Eugene P. Hart William P. Hanley Jr., Matthew English, Steven Tanner
Town Attorney	Liaison	William P. Hanley Jr.
Justice Court	Liaison	Eugene P. Hart
Town Clerk's Office	Liaison	Sheila M. Meegan
Town Assessor's Office	Liaison	Eugene P. Hart
Building and Plumbing Dept.	Liaison	Eugene P. Hart
Revenue Development Committee		Sheila M. Meegan, Eugene P. Hart William P. Hanley Jr.
Safety & Accident Review		William P. Hanley Jr.
Comprehensive Planning Committee		Eugene P. Hart, William P. Hanley Jr., Steven Tanner, Connie Miner, Sheila Meegan

WEST SENECA COMMUNITY ROOM  
1300 UNION ROAD  
WEST SENECA, NY 14224

TOWN BOARD PROCEEDINGS  
REORGANIZATION MEETING  
January 2, 2019  
Page fifteen . . .

62. (continued)

Liaison Members:

Environmental Conservation Committee	Sheila M. Meegan, Eugene P. Hart William P. Hanley Jr.
Band Shell Committee	Eugene P. Hart
Solid Waste Committee	Eugene P. Hart
Employee Assistance Program	William P. Hanley Jr., Laura Devine, Emily Melski
Human Resources	Sheila M. Meegan, Emily Melski

**ADJOURNMENT**

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adjourn the meeting at 6:40 P.M.

Ayes: All

Noes: None

Motion Carried

---

JACQUELINE A FELSER, TOWN CLERK