



## Town of West Seneca

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# MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: April 14, 2021

Subject: Local Law No. 2021-2  
Public Hearing

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I hereby request a public hearing be held on May 3, 2021 before this Board to create Chapter 39 Senior Services Advisory Board of the Town of West Seneca Code. I have attached a copy of the proposed law hereto, which will be the subject of the public hearing on May 3<sup>rd</sup>. Pursuant to Erie County Personnel, the Town is required to have a Senior Services Advisory Board now that the Town has a newly appointed Director of Senior Services.

**TOWN OF WEST SENECA  
LOCAL LAW NO. 2 OF THE YEAR 2021**

A Local Law of the Town of West Seneca to create a Senior Services Advisory Board, as follows:

Be it enacted by the Town Board of the Town of West Seneca,

**CHAPTER 39**

**SECTION 39.1 – LEGISLATIVE INTENT**

The purpose of the Senior Services Advisory Board is to promote healthy aging, independence, and the well-being of seniors through health, wellness, educational, cultural, and recreational programs and support services. The intent is to convene a voluntary group of citizens to act in an advisory capacity to the Town Board and serve as liaison between the Town Board, Department of Senior Services, and senior community related to assessing and addressing the evolving needs of seniors in the Town of West Seneca. The Town of West Seneca Director of Senior Services shall act as a technical advisor to the Advisory Board and work under the general direction of the Advisory Board.

**SECTION 39.2 – ESTABLISHMENT OF SENIOR SERVICES ADVISORY BOARD**

The Town Board of the Town of West Seneca hereby creates a Senior Services Advisory Board, which shall be known as the “Town of West Seneca Senior Services Advisory Board,” hereinafter called the “Advisory Board.”

**SECTION 39.3 - MEMBERSHIP & TERM**

A. Membership

1. The Advisory Board shall consist of five (5) appointed members. Each Town Board member shall appoint one (1) person to the Advisory Board.
2. In addition to appointed members, the following individuals shall serve in an *ex-officio* capacity, without voting rights:
  - a. Director of Senior Services; and
  - b. Town Board Liaison to the Department of Senior Services.
3. Advisory Board members shall have a demonstrated expertise in senior services (or a related field) and shall be currently employed or retired from one of the following categories: social services, health care, education, the clergy, business or the professions, public relations/marketing, or law enforcement.
4. Members must be at least twenty-one (21) years of age.
5. All members of the Advisory Board shall abide by the Town of West Seneca Ethics Code, Whistleblower Policy, and Social Media Policy.
6. The members of the Advisory Board shall not receive compensation for their services as members.

## B. Term of Membership

1. Board members shall be appointed for a term of four (4) years and may be reappointed for subsequent four (4) year terms.
2. When the Advisory Board is first created, the appointees' terms shall run concurrently with the term of the Town Board member appointing them, which may result in the initial term being less than four (4) years. Thereafter, the appointments will be for four (4) years to coincide with the term of the of the appointing Town Board member.
3. Vacancies on the Advisory Board shall be filled as set forth above in Paragraphs (1), except that a vacancy occurring other than by the expiration of the term of office shall be filled only for the remainder of the unexpired term.
4. Three (3) unexcused absences in a period of one (1) year may be regarded as grounds for termination of Advisory Board membership. A determination of excused/unexcused absences shall be made by the Town Board.

## **SECTION 39.4 – OFFICERS**

At the first meeting of the Advisory Board, its members shall elect from among themselves a Chairperson and Recording Secretary. A Chairperson shall act in that capacity for no more than three (3) years. The Recording Secretary shall keep accurate records of its meetings and activities and file any reports pursuant to this Chapter.

## **SECTION 39.5 - MEETINGS**

- A. The Advisory Board shall meet a minimum of six (6) times a year.
- B. The Director of Senior Services shall schedule the meetings and be empowered to postpone or cancel a regular meeting. The Chairperson shall be empowered to call special meetings of the Advisory Board, upon at least two (2) days written or email notice to the Advisory Board.
- C. The Director of Senior Services shall prepare the agenda and any recommendations for consideration to the Advisory Board.
- D. The Advisory Board shall be subject to the New York State Open Meeting Law. As such, the meetings shall be public meetings and minutes shall be recorded.
- E. The Advisory Board shall maintain Roberts Rules of Order and/or follow any Town of West Seneca procedures and policies for meetings.
- F. Notices of the Advisory Board meetings and the minutes of the previous meeting shall be sent to Advisory Board members in advance of the next meeting.
- G. The Chairperson presides over meetings. In the Chairperson's absence, the Chairperson shall appoint an acting Chairperson from the members to conduct the business of the Advisory Board.
- H. A quorum shall consist of a simple majority of current Advisory Board members, excluding *ex-officio* members.



## **SECTION 39.6 – POWERS AND DUTIES OF MEMBERS**

- A. Complete a survey of the Town residents to assess the health, wellness, educational, cultural, recreational, and support services needs of the seniors in the Town of West Seneca.
- B. To advocate for services to support seniors and caregivers and appropriate funding for current and future programming.
- C. To foster communication between the Town and the community regarding issues, trends, and public policy affecting seniors and increase community input.
- D. To support and sponsor appropriate program development.
- E. Provide well researched and well thought out recommendations to the Town Board to enhance and/or expand senior services. The Advisory Board may be tasked with carrying through these recommendations, if approved by the Town Board.
- F. The Advisory Board shall work to establish and maintain cooperative relationships with community partners and other local senior programs and agencies.

## **SECTION 39.7 – REPORTS**

The Advisory Board shall submit an annual report to the Town Board no later than June 1<sup>st</sup> of each year. The report must include a detailed summary of the activities and work of the Advisory Board for the past year, including but not limited to, any recommendations made, the outcome of those recommendations, all programs/events that took place, etc. From time to time, the Advisory Board 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 thirty (30) days from the date requested by the Town Board.

## **SECTION 39.8 – AD HOC COMMITTEES**

Ad hoc committees may be formed at the discretion of the Advisory Board with members appointed by the Chairperson of the Advisory Board and can include individuals who are not members of the Advisory Board but who possess expertise relevant to the purpose of the ad hoc committee.

## **SECTION 39.9 - 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.

## **SECTION 39.10 - 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.