



Town of West Seneca

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MEMO

To: The Honorable Town Board

From: Tina M. Hawthorne, Town Attorney

Date: April 29, 2021

Subject: Local Law No. 2021-3
Public Hearing

I hereby request a public hearing be held on May 17, 2021 before this Board to repeal Chapter 11 of the Town of West Seneca Code and replace it with a new proposed Chapter 11. This proposed local law governs the Town's Recreation Commission and was drafted in collaboration with the Recreation Department with the input of Supervisor Dickson and Councilman Hanley, Liaison to the Recreation Department. I have attached a copy of the proposed law hereto, which will be the subject of the public hearing on May 17th.

TOWN OF WEST SENECA
LOCAL LAW NO. 3 OF THE YEAR 2021

A Local Law of the Town of West Seneca

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

Chapter 11
Youth & Recreation Commission

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 resident's quality of life by providing recreational opportunities and social programs to youth and adults.

11.2 - Establishment of Youth & 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 & Recreation Commission," hereinafter called the " Commission."

11.3 - Membership

A. 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 9 voting members, as follows:

- (1) The West Seneca Recreation Director;
- (2) Each Town Board Member (5) shall appoint one member each;
- (3) Three (3) members selected by the West Seneca Recreation Director and approved by the Town Board – one (1) each from the parent organizations of the West Seneca School District at the elementary, middle, and high school level; and
- (4) The Highway Superintendent, Town Attorney and Town Finance Director 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.

For initial appointments:

Recreation 1	2021-2022
Recreation 2	2021-2023
Council 1	2021-2022
Council 2	2021-2022
Council 3	2021-2023
Council 4	2021-2023
Supervisor	2021-2023
Youth	2021-2022

following appointments every 3 years

C. *Ex officio* members without voting rights:

1. Recreation Supervisor
2. Highway Superintendent
3. Town Attorney
4. Director of Finance

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 & Recreation Commission, its members shall elect from among themselves a Chairman and Recording Secretary. The Commission shall 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 & Recreation Commission shall be to:

A. Complete a survey of Town residents to assess the recreational needs and interests in West Seneca using the information obtained in the survey.

B. Develop 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 partner and other local recreation groups and agencies.
- G. Hold meetings on a quarterly basis at a minimum.
- H. Three (3) unexcused absences in a period of one (1) year 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. Develop and maintain 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. 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 & Recreation Commission shall submit an annual report to the Town Board no later than the April 1st 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. 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.

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.