

Supervisor Gary Dickson called the meeting to order at 6:00 P.M.

ROLL CALL:

Present	-	Gary Dickson	Supervisor
		William Bauer	Councilman
		Joseph Cantafio	Councilman
		William P. Hanley, Jr.	Councilman
		Jeff Piekarec	Councilman
Absent	-	None	

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

MINUTES TO BE APPROVED

- Motion by Supervisor Dickson, seconded by Councilman Cantafio, to approve Minutes #2021-08 of April 19, 2021.

Ayes: All

Noes: None

Motion Carried

LEGAL NOTICES

1. Proofs of publication and posting of legal notice: "OF A PUBLIC HEARING TO HEAR ALL PERSONS INTERESTED IN THE ADOPTION OF LOCAL LAW NO. 2, THE CREATION OF A SENIOR SERVICES ADVISORY BOARD" in the Town of West Seneca received and filed.

Motion by Supervisor Dickson, seconded by Councilman Hanley, to open the public hearing.

Ayes: All

Noes: None

Motion Carried

Town Attorney Hawthorne explained the position Director of Senior Services comes with the Erie County Personnel requirement of a Senior Advisory Board. The advisory board will consist of five individuals and the local law contains criteria for membership, meetings, reports, and expectations.

No public comments were received.

Motion by Supervisor Dickson, seconded by Councilman Bauer, to close the public hearing.

Ayes: All

Noes: None

Motion Carried

Motion by Supervisor Dickson, seconded by Councilman Piekarec, to adopt Local Law No. 2 to create a Senior Services Advisory Board as described in the attached draft.

Ayes: All

Noes: None

Motion Carried
APPENDICES

2. Proofs of publication and posting of legal notice: "OF A PUBLIC HEARING TO HEAR ALL PERSONS INTERESTED IN A REQUEST FOR A REZONING AND SPECIAL PERMIT FOR PROPERTY LOCATED AT 1465 UNION ROAD, 1471 UNION ROAD, AND 798 CENTER ROAD CHANGING THEIR CLASSIFICATION OF C-1 AND C-2(S) TO C-2(S) FOR USE AS A CAR WASH" in the Town of West Seneca received and filed. **Please be advised that this public hearing will be postponed at the request of the petitioner to Thursday, June 3 at 6:00pm. A new legal notice will be published and notices to neighbors will be mailed.**

PUBLIC COMMENTS ON COMMUNICATIONS

- President of Library Board of Trustees William Josefiak referred to Item No. 2 and the memorandum of understanding that exist between the town and the library and any impact the proposed Chapter 11 may have – Supervisor Dickson stated the draft is given for informational purposes and is not a final product. Further, there are many requests by residents to utilize meeting spaces and this would establish a uniform process. Councilman Hanley stated the agreement has worked well over the last few years and does not see the proposed changes having a different effect. Town Attorney Hawthorne spoke with Attorney Paul Notaro about the existing MOU and any finished product will stay within the bounds of the agreement unless there is a mutual agreement on something different.

NEW BUSINESS

9-A ANNOUNCEMENTS

- Councilman Hanley re Buffalo Fenians
- Supervisor Dickson re Insurance quotes – Remain with Trident and recommends increasing cyber coverage
- Supervisor Dickson re Marijuana legalization and local control – Town must decide on the "opt-out" option regarding retail dispensaries by December 31, 2021
- Supervisor Dickson re Results of Term Limits Survey
- Councilman Piekarec re Term Limits – will present a draft of a term limits law at the next meeting
- Recreation Supervisor re Summer 2021 employment – Councilman Hanley queried Recreation Supervisor Masset about other municipalities. Ms. Masset provided numbers for full time and part-time employees in surrounding communities. Councilman Piekarec asked if indoor pools might be the reason for year-round positions. Ms. Masset stated she is not familiar enough to answer this. Councilman Hanley listed the municipalities that have invested heavily in their recreation programs and reiterated the value successful programs offer a community. Councilman Bauer referred to the possibility of sharing a full-time position with other departments and if this person could be the Pool Supervisor. Ms. Masset stated there are specific qualifications for this position. Supervisor Dickson asked Ms. Masset if she has recommendations for the pool for this year. Ms. Masset feels that all resources have been exhausted including increasing the wages and bonus. Councilman Piekarec questioned the possibility of delaying the opening of the pool and keeping it open longer. Ms. Masset stated she loses her staff when they return to college. Councilman Cantafio questioned if pursuing a full-time position would be good for the long term. Ms. Masset stated she believes it would. Supervisor Dickson and Town Attorney Hawthorne explained the process to create a full-time position will take time.

9-B COMMUNICATIONS TO BE VOTED ON

1. Supervisor Dickson re Early Voting and Town Board meeting

Supervisor Dickson changed the location of the June 14, 2021 Town Board meeting to the West Seneca Senior Center, to allow the Board of Elections use of the meeting room for the Early Voting Primary from June 12 – June 20, 2021.

2. Town Attorney re Local Law No. 3 Creation of Recreation Commission

Motion by Supervisor Dickson, seconded by Councilman Hanley, to schedule a public hearing for proposed Local Law No. 3 – Creation of Recreation Commission on May 17, 2021, to repeal Chapter 11 of the Town of West Seneca Code and replace it with a new proposed Chapter 11.

Ayes: All

Noes: None

Motion Carried
APPENDICES

3. Town Attorney re Town facility usage

Motion by Supervisor Dickson, seconded by Councilman Hanley, to adopt the following resolution permitting the Supervisor to implement and administer a management system for residents' use of certain facilities:

WHEREAS the Town of West Seneca has certain facilities that are available for public use, and the Town desires to make those facilities accessible to the public for permitted uses; and

WHEREAS the town desires to implement a management system for reservation and use of said facilities here at the town, specifically at the Community Center and Library, Senior Center, Kiwanis Pavilion, and park shelters, and that the Supervisor's Office be responsible for the implementation and administration of that system; and

WHEREAS the Town Board of West Seneca has determined it is in the interest of its residents to have a defined process and management system for use of the facilities so as to ensure the coordination of all reservations, the safety of persons using the facilities, and the protection of town property; and

NOW THEREFORE, be it resolved that the Town Board of the Town of West Seneca authorizes the Supervisor to implement a management system for reservation and usage of Town Facilities by the public in coordination with any the Legal Department and any relevant Department Heads on notice to the Town Board of the process and guidelines and any material changes therein.

On the question, Town Attorney Hawthorne stated the original plan was to include shelters at the town including the Kiwanis Shelter; the organization would continue to have priority for their events. Supervisor Dickson understands the Kiwanis organization would also like to have a formal agreement with the town.

Motion by Councilman Piekarec, to table the item to resolve any issues that may exist with the library and Kiwanis organizations.

The motion to table the item failed for lack of a second.

Supervisor Dickson stated most towns have a reservation system for pavilions in their parks. Councilman Hanley agreed and referred to the agreement with the Lions Bandshell.

Ayes: All
Noes: None
Motion Carried
APPENDICES

4. Town Engineer re 2021 Sanitary Sewer Repair Bid

Motion by Supervisor Dickson, seconded by Councilman Bauer, to authorize the Town Clerk to advertise for bidding for the 2021 Sanitary Sewer Emergency Repair Contract with a bid opening date of May 26, 2021 at 2 P.M. noting the contract will be paid for with budgeted monies under program maintenance in the sewer budget.

Ayes: All
Noes: None
Motion Carried

5. Highway Sup't. re Appointment of Emily Benkleman as part-time seasonal Clerk

Motion by Supervisor Dickson, seconded by Councilman Bauer, to appoint Emily Benkleman as a part-time seasonal Clerk in the Highway Department effective May 4 – September 31, 2021 at a rate of \$12.50 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All
Noes: None
Motion Carried

6. Highway Sup't. re Appointment of Jason Celli as part-time Sanitation Laborer

Motion by Supervisor Dickson, seconded by Councilman Bauer, to appoint Jason Celli as a part-time Laborer in the Sanitation Department effective May 4, 2021 at a rate of \$13.75 per hour contingent upon completion of paperwork and passing of drug and alcohol testing and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All
Noes: None
Motion Carried

7. Highway Sup't. re Title Change for Norman Locher to Sanitation Motor Equipment Operator

Motion by Supervisor Dickson, seconded by Councilman Hanley, to terminate Norman Locher as a Sanitation Laborer and appoint him as a Sanitation Motor Equipment Operator Group 7, Step 3 at a rate of \$24.90 per hour per the Blue-Collar Contract effective May 4, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All
Noes: None
Motion Carried

8. Highway Sup't. re Title change for Kevin O'Shaughnessy to Sanitation Motor Equipment Operator

Motion by Supervisor Dickson, seconded by Councilman Cantafio, to terminate Kevin O'Shaughnessy as a Sanitation Laborer and appoint him as a Sanitation Motor Equipment Operator Group 7, Step 3 at a rate of \$24.90 per hour per the Blue-Collar Contract effective May 4, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

9. Highway Sup't. re Title change for Tyler Kluck to full time Sanitation Laborer

Motion by Supervisor Dickson, seconded by Councilman Hanley, to terminate Tyler Kluck as a part-time Sanitation Laborer and appoint him as a full time Sanitation Laborer Group 7, Step 1 at a rate of \$20.64 per hour per the Blue-Collar Contract effective May 4, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

10. Highway Sup't. re Title change for Andrew Pangallo to full time Sanitation Laborer

Motion by Supervisor Dickson, seconded by Councilman Hanley, to terminate Andrew Pangallo as a part-time Sanitation Laborer and appoint him as a full time Sanitation Laborer Group 7, Step 1 at a rate of \$20.64 per hour per the Blue-Collar Contract effective May 4, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

11. Chief Denz re Resignation of Julianne Turner as part-time Court Matron

Motion by Supervisor Dickson, seconded by Councilman Piekarec, to accept the resignation of Julianne Turner as part-time Court Matron effective April 7, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

12. Chief Denz re Resignation of Justin Zielinski as part-time Public Safety Dispatcher

Motion by Supervisor Dickson, seconded by Councilman Hanley, to accept the resignation of Justin Zielinski as part-time Public Safety Dispatcher effective April 27, 2021 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

13. Recreation Supervisor re Allison Wolf – soccer field use

Motion by Supervisor Dickson, seconded by Councilman Hanley, to authorize the Supervisor to enter into an agreement with Allyson Wolf and the insured Western New York Amateur Soccer Association, US Adult Soccer Association, INC., its Members National Affiliates, Leagues & Teams, for use of the West Seneca Soccer Complex.

Ayes: All

Noes: None

Motion Carried

9-C APPROVAL OF WARRANT

Motion by Supervisor Dickson, seconded by Councilman Cantafio, to approve the vouchers submitted for audit, chargeable to the respective funds as follows: General Fund - \$261,098.01 and 8,042.03; Highway Fund - \$84,258.69; Capital Fund - \$204,089.85; Sewer District - \$761,058.44 and 564.99

Ayes: All

Noes: None

Motion Carried

9-D DEPARTMENT REPORTS

- Code Enforcement Office updates received and filed.

ISSUES OF THE PUBLIC

- A resident questioned the rule regarding campers being parked in driveways and if the rule has recently been reviewed - Supervisor Dickson stated the code has not been reviewed. Town Attorney Hawthorne stated Code Enforcement has an open issue and suggested emailing Supervisor Dickson of any concerns or suggestions for follow up.

COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

Director of Senior Services Stanek

- Exhausted COVID-19 vaccination waiting list; two pharmacies available for additional doses
- New logo for the Senior Center
- Seeking volunteers for a variety of classes
- Instituted an information hallway to survey interests

Highway Sup't. Adams

- Milling and paving starting
- Yard waste collection and ditch and drainage work is underway
- Took delivery on the new streetsweeper and camera truck

Town Attorney Hawthorne

- Requested an executive session to discuss an open grievance with the PBA

Councilman Piekarec

- Please continue to support local businesses
- Tickets for Shakespeare in Park are on sale

Councilman Hanley

- Received positive feedback for the two-man crew cleaning the storm drains

Supervisor Dickson

- Visiting local businesses again and working through the existing flooding issues
- This is National Municipal Clerks week, thank you to Town Clerk Kobler and her staff

Councilman Cantafio

- Requested residents contact any Town Board members directly regarding term limits and marijuana dispensaries

Councilman Bauer

- Most projects are on schedule; the Veteran's Park shelter is a delayed a few weeks

Town Clerk Kobler

- Extended office hours on the second Wednesday of each month until 6 P.M.
- Clerk on the Go outreach program at the Senior Center on the second Thursday of each month
- Final tax bill notices were sent out, call with any questions
- The office participated in NYSTCA online training conference

Captain Unger

- Social worker cost to the department will be prorated; struggling to find part-time Safety Dispatchers

Recreation Supervisor Masset

- Activities including "Birding for Kids" and Summer Adventures with the West Seneca Parks
- Shakespeare in the Park is providing a free show July 11, 2021 for residents only available May 5th online

EXECUTIVE SESSION

Motion by Supervisor Dickson, seconded by Councilman Hanley, to enter into executive session to discuss a pending PBA grievance.

Ayes: All

Noes: None

Motion Carried

ADJOURNMENT

Motion by Supervisor Dickson, seconded by Councilman Piekarec, to adjourn the meeting at 7:18 P.M.

Ayes: All

Noes: None

Motion Carried

AMY M. KOBLER, TOWN CLERK

**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 1st 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.

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.

2021

TOWN OF WEST SENECA

Facilities Usage Request

1250 Union Road, West Seneca, New York 14224
(716) 558-3202

E-Mail: agreenan@twсны.org

Attached are information and the required form to request the use of certain facilities at the Town of West Seneca.

1. Complete the attached Application for Use of Facilities. Be sure to indicate which room you are requesting and list all dates and times the room usage is requested. Only 1 room may be requested per application. Requests for multiple rooms will require one application per room requested. Blanket requests will not be processed. Requests for usage will be accepted up to 6 months prior to the event date. Requests must be received at least 7 days prior to the event to be considered. Please be sure to read the entire Application and sign where applicable. By signing you will be agreeing to follow the attached procedure/guidelines and rules.
2. Rooms for Reservation:
 - a. Community Center and Library
 - i. Small Conference Room
 - ii. Multi-Purpose Room
 - iii. Large Conference Room
 - b. Gym
 - c. Kiwanis Pavilion
3. Submit your completed application to the Supervisor's Office for review by e-mailing it to agreenan@twсны.org.
4. If space is available and your event date(s) are approved, you will be notified by the Supervisor's Office and asked to provide any applicable payment and certificate of insurance. **Final confirmation of your approved application will e-mailed after all application requirements have been met.** (Payment must be made by check.)
5. Cancellations **must be emailed** to agreenan@twсны.org at least 48 hours prior to scheduled event to be eligible for any refunds.

All questions should be directed to agreenan@twсны.org or 716-558-3202.

Town of West Seneca Application for Use of Facilities

Name: _____ Date: _____

Phone _____ Email: _____

Home Address: _____

City _____ State _____ Zip _____

Organization: _____

Name of Person in Charge of Event _____

Type of Room Requested: CCL Small Conference Room CCL Large Conference Room

CCL Multi-Purpose Room Gym Kiwanis Pavilion Pool Shelter

For room rental, please indicate any specific setup details, i.e. table, chairs, podium, mics _____

How many participants do you anticipate? _____

Describe the event/activity being requested and how the facility will be used _____

List specific dates and times below:
Blanket requests will not be accepted.
Dates are limited to 6 months from date of application.

Date	Start Time	End Time

Town of West Seneca Facility Use Application Procedures and Guidelines

The reserving organization shall be required to adhere to the following conditions:

- a. Reserving person must be 18 years old.
- b. The reserving organization/person assumes the responsibility to inform all individuals involved that the Town does not carry medical insurance to cover injuries to participants or spectators.
- c. If your rental requires a certificate of insurance, the certificate of insurance must be submitted within 7 days of receiving notice from the Town that the requested room, date, and time has been approved. The certificate of insurance must be submitted to the Supervisor's office. All required insurance certificates must name the Town of West Seneca as an additional insured for commercial general liability coverage with a limit of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. See Sample attached noting all required limits.
- d. The reserving organization/person assumes responsibility for the conduct of the persons and organizations using the facilities and for any damages to Town property which may result from its use by the reserving organization/person.
- e. The reserving organization/person shall further be held responsible for the strict adherence to all rules and regulations of the Town of West Seneca.
- f. Reserving organization/person is not permitted to "sublet" facilities to other organizations or persons.
- g. Any requested changes and cancellations of the approved facility use must be in writing to the Supervisor's Office at least 48 hours prior to scheduled event. Any refunds for cancellation are at the discretion of the Supervisor's Office.
- h. Upon receipt and approval of the certificate of insurance (when applicable) and receipt of any applicable rental fee, final confirmation of your approved application will be e-mailed to the reserving organization/person. If a required insurance certificate is not on file with the Supervisor's office 48 hours prior to the approved usage date and any applicable fee has not been paid, the reserving organizations/individuals will be denied access to the facility.

INDEMNIFICATION AGREEMENT:

The (ORGANIZATION/PERSON) _____ agrees to defend, indemnify and hold harmless the Town of West Seneca from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from Town of West Seneca by reason of any damage to property, personal injury or bodily injury, including death or in connection with exposure/infection/spread of COVID-19, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this agreement, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the (ORGANIZATION/PERSON) _____, Town of West Seneca, or by third parties, or by the agents, servants, employees or factors of any of them.

I have read and understand the rules governing the use of the areas assigned. Both I and all members of my organization (if applicable) will abide by it. I further understand that failure to abide by the rules can result in approval of facilities usage being revoked.

Signature _____

Printed Name _____

Date _____

Town of West Seneca Rules for Facility Use

The renting organization shall be required to adhere to the following conditions:

General

- Protective coverings must be used on all tables for events involving food; arts/crafts, and any other messy material. Table coverings must be provided by the organization/person.
- All rooms/gyms must be returned to pre-event condition. An additional fee of \$50 will be assessed for housekeeping for rooms not left pre-event condition.
- or for damages.
- Decorations are permitted, however, no tape, tacks, etc., are to be used on walls, windows, curtains, blinds, or woodwork. The use of glitter or confetti is prohibited. Decorations are not to be tied, taped, wrapped, or wired to the ceiling in any way.
- Trash receptacles will be made available; extra liners will be in the bottom of the receptacle.
- The Town of West Seneca Community Center and Library is a tobacco free facility.
- Children under the age of 12 must be supervised by 2 adults at all times.
- The conduct of all individuals attending the event is the responsibility of the responsible party. Each attendee must be in strict compliance with Town of West Seneca ordinances and State and County laws applying to capacity, consumption of alcohol and public decorum. Any individual that does not comply will be asked to leave.
- Groups should not arrive any more than 10 minutes before their stated "start" time.
- Groups are expected to conclude activities by the stated "end" time on their permit. Any cleanup should take place prior to the "end" time.
- Please use the atrium/hallway area to gather as needed before and after allotted gym time.
- Property damage should be reported to the Buildings and Grounds employee in the Community Center and Library immediately.
- Town of West Seneca is not responsible for theft of items left unattended. All valuables, including those on display (such as artwork, etc.), are the sole responsibility of the owner.
- The organization/person must ensure that everyone adheres to all current guidelines and rules made by the Centers for Disease Control and Prevention (CDC), New York State Department of Health, Erie County Department of Health, and Town of West Seneca, if applicable.

Small Conference Room in Community Center and Library

- Room capacity: 25
- Hours: _____
- No reservation fee.
- No certificate of insurance is required.
- No food is permitted.
- Clear beverages permitted.
- For-profit events not permitted.

Multi-Purpose Room in Community Center and Library

- Room capacity: 25
- Hours: _____
- No reservation fee.
- No certificate of insurance is required.
- No food is permitted.
- Clear beverages permitted.
- For-profit events not permitted.

Large Conference Room in Community Center

- Room capacity: 122
- Fee: _____
- Hours: _____
- A certificate of insurance is required naming the Town of West Seneca as an additional insured for commercial general liability coverage with a limit of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Town of West Seneca will provide tables and chairs requested subject to availability.
- No food is permitted.
- Clear beverages permitted.

Gym in Community Center

- Room capacity: _____
- Fee: _____
- Available to reserve for dates from September 1st to May 31st. No reservations accepted for June 1st to August 31st.
- Hours: Monday through Friday between 5 p.m. and 8:30 p.m. and Saturday 8 a.m. to 4 p.m.
- A certificate of insurance is required naming the Town of West Seneca as an additional insured for commercial general liability coverage with a limit of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Town of West Seneca will provide tables and chairs requested subject to availability.
- Food and beverages are permitted. The responsible party must supply the plates, cups, table coverings, utensils, etc. Any and all leftover food/beverage items must be discarded or removed at the end of the event.
- Rubber soles only are permitted on the gym floor. No shoes with heels.
- No dragging anything across the gym floor.
- Organizations/persons are required to provide their own equipment and remove it at the conclusion of the reservation. Only indoor quality balls may be used, i.e. tee balls, tennis balls, rubber balls.
- Town of West Seneca is not responsible for theft or vandalism of equipment left unattended.
- Hanging on the basketball rims is prohibited.
- Locker rooms will not be available for use.
- Organization/person is required to monitor bathrooms.
- Organization/person must stay on premises until all youth participants have been picked up.

Kiwanis Pavilion and Pool Shelter at 1250 Union Road

- Capacity: _____
- Hours: 8 a.m. to dusk

Alcohol: Beer and wine is permitted with the following conditions:

- Individuals under age 21 are not allowed to be served or consume alcoholic beverages on the premises.
- All beverages must remain in the room where the activity is being hosted. Open containers will not be permitted elsewhere in the building.

Weather Statement:

- The Community Center and Library will remain open (as scheduled) in inclement weather unless there is a travel ban and roads are closed.

I have read and understand the above rules and understand that I will be held responsible for any damage resulting from the use of the facility.

Signature (Print Name): _____

Date: _____

DRAFT