

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

TOWN BOARD PROCEEDINGS
Work Session
March 10, 2014

Supervisor Meegan called the work session to order at 1:05 P.M. with the Pledge of Allegiance to the Flag led by Highway Supt. Matthew English.

ROLL CALL: Present - Sheila M. Meegan Supervisor
Eugene P. Hart Councilman
William P. Hanley Jr. Councilman
Charles D. Grieco Town Attorney
Jacqueline A. Felser Town Clerk
John Gullo Code Enforcement Officer
Matthew D. English Highway Supt.
Daniel Denz Police Chief
Jean Nihill Comptroller
Richard Henry Town Engineer
Kandace Wittmeyer Assessor
Dale J McCabe Town Justice
Jeffrey Harrington Town Justice
Mary Josefiak Sr. Rec. Therapist of Sr. Services
Craig Kroll Recreation Director

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

PUBLIC SECTOR HR CONSULTANTS LLC

Ronni Travers, President of Public Sector HR Consultants LLC and Annette Hatch outlined their proposal for human resource consulting for the town

- ✓ Provide unlimited phone and email consultation to help with human resource matters
- ✓ Write employee handbook that will govern certain rules and activities that are policy and not in the union contracts (i.e. new employee orientation, sexual harassment complaints)

Ms. Travers stated the town will need to put together a handbook committee consisting of department heads with a large staff and a representative from the Town Board and Comptroller's office. The handbook committee will complete a 30 page questionnaire to furnish information that should be included in the handbook. Public Sector will then interview the committee and prepare a draft of the handbook for review by the board members and Town Attorney if desired, followed by union leadership. The final draft of the handbook should be adopted by resolution prior to distribution to employees. Group sessions should be held with employees to present the handbook with a question and answer session. Employees must acknowledge and sign for the handbook that they will read and abide by it.

Supervisor Meegan requested copies of the 30 page questionnaire for board members and Town Attorney Charles Grieco.

Chief Denz commented that the Police Department is accredited and they also have a General Orders and Procedures Manual along with separate rules and regulations that are under constant review. Employees are informed of any changes or updates and must sign off that they have received and understand the changes and will abide by them.

Ms. Travers stated that accreditation policies take precedent and the handbook may not be applicable to the Police Department.

Councilman Hart questioned the importance of the employee handbook.

Ms. Travers responded that a handbook is important for employee communication (tells the employee all the policies and procedures), consistency in enforcement of policies, and compliance with labor regulations (sexual harassment, workplace violence, smoking, etc.)

Comptroller Jean Nihill questioned who employees will go to for human resource issues and questions, noting that currently the Comptroller's office gets all the questions.

Ms. Travers responded that an internal process will have to be set up and the town should have an HR assistant that is groomed to handle the questions. Public Sector HR Consultants will provide a template for things such as personnel files, employment applications, exit interviews, etc. and will be available by email and phone consultation. If needed to come on site, they will do so for an additional retainer as noted in the contract.

Supervisor Meegan commented that currently the town takes all guidance from Erie County Personnel in the absence of an HR department. They also follow the Town Code with specific issues (i.e. Ethics Code, etc.).

Ms. Travers commented that Erie County Personnel's job is to administer Civil Service Law; they are not an HR person.

Jodie Wysocki questioned if employees will contact Public Sector HR directly with questions. Ms. Travers responded that sometimes they will if it is a sensitive personal matter, but the employee should normally communicate with their department head.

Comptroller Nihill questioned the criteria for the HR person they are looking for. Ms. Travers stated they will provide a job description and will train and mentor that person.

Craig Kroll stated he is developing an employee handbook for summer camp employees and questioned if he should run this by the HR people and Town Attorney. He further questioned if Public Sector will do drug & background checks and provide job descriptions.

Ms. Travers responded they will review the summer camp employee handbook, but they will not do drug & background checks and will provide a template for job descriptions. They will provide guidance to the town in these areas.

Ken Morano questioned how an employee handbook will work with three union contracts in place, who will deal with negotiable items and how it will address health insurance.

Ms. Travers responded they will have copies of the contracts when writing the handbook and will not reiterate what is in the contracts. With regard to negotiable items, they will ask what was done in the past if the contract does not address a situation and will advise the town on their opinion on a situation. The handbook will only deal with non-union employees that are or are not eligible for health insurance.

Emily Josefiak questioned if Public Sector will deal with anything with Erie County Personnel and look at personnel files.

Ms. Travers stated they will help with creating new positions, share what other municipalities have done and give advice. They will not certify payroll or correct exceptions and will give the town advice on what should and shouldn't go in personnel files.

Assessor Kandace Wittmeyer requested Public Sector's scope of work in writing so the department heads know who they should contact. Ms. Travers stated that Public Sector will hear from department heads, but employees should go to their department head or an internal HR person.

Highway Supt. Matthew English questioned what will happen if an employee refuses to sign the handbook. Ms. Travers responded that would be insubordination.

Councilman Hanley questioned where on-the-job injuries should be kept. Ms. Travers responded that an HR person should control all the records.

Supervisor Meegan stated a committee will be set up and another meeting scheduled.

CODE ENFORCEMENT OFFICER JOHN GULLO

- Disaster coordinators from Erie County critiqued the winter storm. He reached out to everyone with electronic message boards and they are formulating a list to help with public notification of road closings. Mr. Gullo also talked to owners of Home Depot plaza, the Seneca Mall site and Big Lots for permission to park trucks in their lots during emergency situations when the NYS Thruway is shut down. He is looking for a place on Transit Road and Union Road near Route 400 ramps for that traffic.
- Would like to set up Emergency Operations Center permanently at Burchfield when Supervisor's office moves back to Town Hall; needs one room and the meeting room, a couple computers & monitors, TV, etc. at a cost of \$1500. Supervisor Meegan suggested the Alternative Education building on Mill Road, noting she would like to see all offices moved from the Burchfield Center so it can be maintained for its own purpose. Mr. Gullo will be meeting with Dr. Crawford regarding the Alternative Education building but there could be phone problems there; either location is fine; no emergency power at Burchfield, so there is an issue at that location also.

ASSESSOR KANDACE WITTMAYER

- Real Property Appraiser Erik Finbar will be going to Lexington Green to see what they will be doing with assessments for the tax rolls.

TOWN JUSTICE DALE MCCABE

- Court clerks have moved into temporary quarters while construction of new work area is underway.

TOWN CLERK JACQUELINE FELSER

- E-mailed the board members an agenda item appointing Laurine Fischione as Senior Cashier and asked if there were any questions regarding this appointment. Councilman Hart questioned if this needed to be advertised. Mrs. Felser responded that this is a Civil Service position and there is a list. The memorandum of understanding was written and the job was posted according to the White Collar contract. Mrs. Fischione was in the top three and is currently working part-time in the office so the position did not have to be canvassed.

HIGHWAY SUPT. MATTHEW ENGLISH

- Thanked Union Concrete & EdBauer Construction for building the wall at Lexington Green; Army Corps of Engineers says everything is being done that can be done
- Requested executive session on tabled item for appointment of sanitation laborer

CHIEF DENZ

- Requested a suspension of rules at the Town Board meeting to award police officers for instances that happened in 2013

SENIOR RECREATION THERAPIST OF SENIOR SERVICES MARY JOSEFIK

- Will be posting van driver jobs and a clerical position on website
- Need new tables to replace tables purchased in 2008 that are breaking consistently; Supervisor Meegan suggested contacting Grantwriter Connie Miner for available grant money.

RECREATION DIRECTOR CRAIG KROLL

- Will be accepting credit card payments for registration through Municipay; no cost to town; 2.45 percent to customer
- CAID tournament is scheduled for August 9th; Supervisor Meegan suggested submitting for Town Board approval in June
- Summer Day Camp registration beginning in April
- Summer program brochure is being prepared; will send to Town Attorney Charles Grieco for review along with info from Erie County Health Department

TOWN ENGINEER RICHARD HENRY

- Met with BOCES relative to Harlem Road traffic light; nine warrants drive installation of a traffic light and if certain criteria are met the NYSDOT will allow for installation; this is a private parcel so the traffic signal will not be paid for by the NYSDOT; previous traffic study did not warrant a traffic light, but town will be doing a traffic analysis to see if the situation has changed, and if so, they will have to decide who will pay for the traffic signal.
- Comprehensive Plan update – met with Councilman Hart and Code Enforcement Officer John Gullo; waiting for committee to be set. Councilman Hart asked other board members to nominate to the committee and questioned how many people are needed, noting Planning Board Chairman Robert Niederpruem agreed to chair the committee. Mr. Henry responded that enough people are needed so they can meet monthly and have individual responsibilities for certain aspects.
- Will be requesting to bid for North America Drive/Ransier Drive at next Town Board meeting. Councilman Hart questioned if it costs more for heavier grade construction and Mr. Henry responded that heavier grade construction is more costly and it is the town's responsibility because it is town road.
- Met with Senator Gallivan's office regarding funding available in this year's budget for some improvements for renovating the entrance to Town Hall on Main Street and redoing the parking lot. Councilman Hart questioned if this will include an expansion to the parking lot. Supervisor Meegan suggested removing the batting cages and installing an additional 20 spaces. Mr. Henry stated they can look at expanding the parking lot if that is what the board members want.
- Working with Town Attorney Charles Grieco regarding a memorandum of understanding with Erie County Water Authority
- 2014 road reconstruction projects – Stephenson Street, Hilltop Court, Beechwood Drive
- Number of sewer projects underway in various stages – East & West Road will be making a connection by the end of this week
- Received a draft report on Seneca Place from Camoin; sent a summary along with the report to the board members and is waiting for them to submit questions for Camoin

TOWN ATTORNEY CHARLES GRIECO

- Long range issue with Comprehensive Plan and Town Board should be thinking about revamping zoning codes. NYS law requires changes following Comprehensive Plan update.
- Farmer's market agreement with Joe Kirchmeyer (Mr. Kirchmeyer gets vendors and has appropriate releases signed and insurance in place, sets up and takes down, receives 1st \$4000 and splits remainder with town); has more than 20 vendors lined up; start up in May. Highway Supt. Matthew English suggested adding a provision if the grass is too wet. Recreation Director Craig Kroll wanted to ensure it will not interfere with summer day camp. Councilman Hart questioned if wine tasting will be allowed. Mr. Grieco stated there is a general prohibition on open containers but there could be an exception; the peddlers ordinance may also have to be amended.

EXECUTIVE SESSION

Motion by Supervisor Meegan, seconded by Councilman Hart, to recess to Executive Session at 2:50 P.M. to discuss a personnel matter with Highway Supt. Matthew English.

Ayes: All

Noes: None

Motion Carried

The board members returned from Executive Session at 3:25 P.M.

CODE RED PRESENTATION

Sean Crotty of Hamburg Emergency Services gave a presentation on the Code Red system used in Hamburg and noted they did extensive research to find the right vendor.

- Internet based, can send a call from anywhere in the country
- Can also email info to Code Red and they will do it for you
- Secure system; value public's information
- Great customer service
- Mobile alert application is available for mobile smartphones
- Three call centers across the United States

Mr. Crotty stated the only negative response received from customers was that they chose limited use and he suggested choosing unlimited. He also suggested that messages to the community also go to schools and the media. The cost to the Town of Hamburg is shared with the Village of Hamburg and he estimated it to be 52 to 57 cents per person. There is a community notification enrollment on Hamburg's website where residents enter their address and phone numbers. Nothing has to be done if there is a landline as long as it's published. Notification can be specific to certain streets.

Supervisor Meegan questioned if this is a function of dispatch and Mr. Crotty responded that it could be; Hamburg has four people designated.

Chief Denz questioned if any hardware is required, if people can opt out, and how often Code Red updates their records for people that move, etc.

Mr. Crotty responded only an Internet connection is required. There are files for people that opt out and Code Red does do updates.

Assessor Kandace Wittmeyer stated the Town of Elma uses Code Red and when her office receives a transfer of ownership they mail the Code Red application with the STAR application.

Councilman Hart questioned if there is a recurring fee or maintenance fee and Mr. Crotty stated there is none; just an annual contract fee.

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Code Enforcement Officer John Gullo stated the school district uses Global Connect and Councilman Hart questioned if it can be merged. Mr. Crotty stated that Hamburg notifies the school and lets them make the decision as to if they want to notify anyone.

Chief Denz estimated \$10,000 to \$15,000 annually for the town to run the system.

Councilman Hanley questioned if it could be shared between towns.

Mr. Crotty stated Hamburg was going to try to do it across the towns they dispatch for, but the number of users is affected when you share services and one town should not be able to notify another town.

The work session concluded at 3:55 P.M.

JACQUELINE A FELSER, TOWN CLERK