TOWN BOARD PROCEEDINGS Minutes #2021-24 November 29, 2021

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

ROLL CALL:

Present Gary Dickson Supervisor

William Bauer Joseph Cantafio Councilman 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 Bauer, to approve Minutes #2021-23 of November 15, 2021.

Ayes: All

Noes: None

Motion Carried

24-A COMMUNICATIONS TO BE VOTED ON

9. Chief Baker re Appointment of Daniel Volpe to the rank of Police Lieutenant

Motion by Supervisor Dickson, seconded by Councilman Cantafio, to approve the voluntary demotion of Daniel Volpe from the rank of Detective to Police Officer effective November 29, 2021, and promote him to the rank of Police Lieutenant effective November 30, 2021, at an annual salary of \$103,891.36 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

PUBLIC COMMENTS ON NEW BUSINESS

A resident questioned/commented on the following:

- Item No. 3 does the town own the paper streets and questioned if they could be sold. Town Attorney Hawthorne confirmed the town owns the paper streets which have been abandoned by the Highway Department. The streets have not been maintained for the past six years. The town will formally abandon the streets. 50% of each will go to the adjacent parcels. It is not permissible to sell them under the law. Supervisor Dickson asked Ms. Hawthorne if the streets will be part of the land occupied by this development. Ms. Hawthorne stated the development owns the land surrounding the paper streets and after the abandonment they will own the paper streets and it will all be developed.
- Item No. 2 suggested each department head propose an increase for individuals and not have increases be automatic. Town Clerk Kobler stated this policy makes it fair for part-time workers and it is not a given that everyone will get an increase. Councilman Hanley stated a recommendation for an increase must come from the department head. Ms. Hawthorne stated the purpose was to establish a uniform process for giving raises and reviewing employees.

TOWN BOARD PROCEEDINGS Minutes #2021-24 November 29, 2021

NEW BUSINESS

24-A COMMUNICATIONS TO BE VOTED ON

1. Councilman Bauer re Resignation of Robin Stolinski from the Internal Audit Committee

Motion by Supervisor Dickson, seconded by Councilman Bauer, to accept the resignation of Robin Stolinski from the Internal Audit Committee effective immediately.

Ayes: All

Noes: None

Motion Carried

2. Town Attorney re Proposed Merit Increase Policy

Motion by Supervisor Dickson, seconded by Councilman Hanley, to adopt the attached proposed merit increase policy which sets forth a uniform policy for merit increases for part-time employees in the White Collar Sector.

On the question, Supervisor Dickson stated this was discussed over many months and establishes a consistent basis for part-time employees.

Ayes: All

Noes: None

Motion Carried *APPENDICES*

3. Town Attorney re Abandonment of Paper Streets – Julius Place, Janice Place, Grant Blvd

Motion by Supervisor Dickson, seconded by Councilman Hanley, to adopt the following resolutions authorizing the Town Board and the Superintendent of Highways to sign Statements of Abandonment in a form approved by the Town Attorney declaring the town's abandonment of Julius Place, Janice Place, and Grant Boulevard as set forth in Schedule A of the Statements of Abandonment, noting the paper roads are being abandoned as part of the development of the Oueens Landing Subdivision:

Abandonment of Julius Place and Janice Place:

WHEREAS, the Town Superintendent of Highways of the Town of West Seneca certifies that certain portions of the streets and highways described in Schedule A have not been opened or worked for a period in excess of the last six (6) years and that the same have never been accepted as public streets and highways of the Town of West Seneca and that the same have been abandoned by the public and have never been used as public streets or highways;

NOW, THEREFORE, be it

RESOLVED, that pursuant to the New York State Highway Law, the portions of said streets and highways described in Schedule A are declared and decreed to be discontinued.

Abandonment of Grant Boulevard:

WHEREAS, the Town Superintendent of Highways of the Town of West Seneca certifies that certain portions of the streets and highways described in Schedule A have not been opened or worked for a period in excess of the last six (6) years and that the same have never been accepted as public streets and highways of the Town of

TOWN BOARD PROCEEDINGS Minutes #2021-24 November 29, 2021

West Seneca and that the same have been abandoned by the public and have never been used as public streets or highways:

NOW, THEREFORE, be it

RESOLVED, that pursuant to the New York State Highway Law, the portions of said streets and highways described in Schedule A are declared and decreed to be discontinued.

Ayes: All

Noes: None

Motion Carried *APPENDICES*

4. Highway Sup't. re Title change for Christopher Szumla

Motion by Supervisor Dickson, seconded by Councilman Bauer, to terminate Christopher Szumla as a Sanitation Laborer and appoint him as a Highway Mechanic Group 5, Step 2 at a rate of \$24.98 per hour effective November 22, 2021, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

5. Chief Baker re Resignation of part-time PSD Matthew Wasierski

Motion by Supervisor Dickson, seconded by Councilman Hanley, to accept the resignation of Matthew Wasierski as a part-time Public Safety Dispatcher effective November 18, 2021, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All

Noes: None

Motion Carried

6. Chief Baker re Contract for body cameras

Motion by Supervisor Dickson, seconded by Councilman Cantafio, to authorize Chief Baker to sign the contract with sole source provider Utility Associates, Inc. for the purchase of body cameras for the Police Department noting the total cost of the cameras is \$378,488.00 to be paid in annual installments of \$75,697.60 over the next five years and funds will be allocated in line 01312000.50200.

On the question, Councilman Bauer questioned if there was an additional installation cost for the car cameras. Chief Baker stated those costs are already included in the total cost.

Ayes: All

Noes: None

Motion Carried

7. Chief Baker re Purchase of radar equipment

Motion by Supervisor Dickson, seconded by Councilman Piekarec, to authorize Chief Baker to purchase the following new radar equipment per NYS Group Award Number PGB23163 from Applied Concepts, INC. (Stalker Radar) in the amount of \$20,501.10 noting \$20,000 will be reimbursed through the NYS Crime Preventions Program and Radar Equipment Grant and the balance will be allocated from Police Equipment budget line 01312000.50200:

7 radar units

\$10,905.20

TOWN BOARD PROCEEDINGS Minutes #2021-24 November 29, 2021

1 LIDAR (handheld radar unit) \$ 2,524.00 2 Speed Sign displays \$ 6,920.00 Radar Mounts for new police vehicles \$ 152.10

Ayes: All Noes: None Motion Carried

8. Chief Baker re Bid for new patrol vehicles

Motion by Supervisor Dickson, seconded by Councilman Hanley, to authorize Chief Baker to draw up specifications and set a purchase bid on the NYS Office of General Services Vehicle Market Place for the purchase of two (2) new 2022 Dodge Charger and two (2) new 2022 Dodge Durango marked police vehicles noting funding will be available through the 2022 police vehicle budget line 01312000.50208.

Ayes: All Noes: None Motion Carried

10. Director of Finance re Budget transfer – Senior Center

Motion by Supervisor Dickson, seconded by Councilman Piekarec, to authorize the following budget transfers in the amount of \$35,000 for expenses related to the Senior Center:

Increase

\$ 4,000.00 01.7620.50138 – Senior Center – Salaries of Part Time Clerks

\$ 2,550.00 01.7620.50484 - Senior Center - Fitness Consultant

\$28,450.00 01.7620.50200 - Senior Center - Equipment

\$35,000.00 Total increases

<u>Decrease</u>

\$35,000.00 01.7620.50146 – Senior Center – Salaries of Drivers, Instructors & Food Service

Ayes: All Noes: None Motion Carried

11. Director of Finance re Budget transfer – Buildings & Grounds Department

Motion by Supervisor Dickson, seconded by Councilman Hanley, to authorize the following budget transfers for expenses related to the Buildings and Grounds Department:

Increase

\$15,000.00 01.7110.50149 - Buildings & Grounds - Salaries of Seasonal & Temp

\$ 9,000.00 01.7110.50445 - Buildings 7 Grounds - Repair & Maintenance

\$24,000.00 Total increases

<u>Decrease</u>

\$24,000.00 01.7110.50200 – Buildings & Grounds – Equipment

Ayes: All Noes: None Motion Carried

TOWN BOARD PROCEEDINGS Minutes #2021-24 November 29, 2021

12. Director of Finance re Budget transfer – Highway Department

Motion by Supervisor Dickson, seconded by Councilman Bauer, to authorize the following budget transfers for expenses related to the Highway Department:

Increase

\$10,000.00

02.7110.50445 - Machinery - Parts

Decrease

\$10,000.00

02.5110.50455 - General Repair - Guard Rail & Curbing Repairs

Ayes: All

Noes: None

Motion Carried

13. Director of Senior Services re Status change for part-time employees

Motion by Supervisor Dickson, seconded by Councilman Hanley, to change the status of the following employees effective December 1 – 30, 2021, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel:

Georgiann Busse and Janet Kropczynski from part-time permanent Clerk to part-time seasonal Clerk

Lee Ann Piniewski, Marirose Bless, and Carol Kennedy from part-time permanent Food Service Helper to parttime seasonal Food Service Helper

Aves: All

Noes: None

Motion Carried

24-B APPROVAL OF WARRANT

Motion by Supervisor Dickson, seconded by Councilman Hanley, to approve the vouchers submitted for audit, chargeable to the respective funds as follows: General Fund - \$2,840,359.22 and \$14,654.42; Highway Fund -\$583,563.77; Sewer District - \$343,488.19 and \$1,041.04; Gas Conversion Lighting Districts - \$212.51; Electric Lighting Districts - \$17.33; Capital - \$468,344.75 (vouchers 21632 - 21792 and 21464 - 21798)

Ayes: All

Noes: None

Motion Carried

ISSUES OF THE PUBLIC

The following comments/questions were received:

- ✓ Acknowledged Supervisor Dickson's statement against the mask mandate and requested West Seneca be made a sanctuary town.
- ✓ Questioned Supervisor Dickson why he made the statement that mask mandates are an abuse of everyone's rights in Erie County when he stated he does not have a problem wearing a mask, and Covid rates are currently increasing - Supervisor Dickson stated Erie County Executive Poloncarz justified the mask mandate based on the capacity in hospitals. After reviewing the federal database, it was the Supervisor's opinion that over the past 18 months the hospitals had much higher staffed beds and then dropped by about 300 at the end of July; if the beds were still available, we would not have this capacity problem. Supervisor Dickson stated mandates should be used as a last option and questioned why the

TOWN BOARD PROCEEDINGS Minutes #2021-24 November 29, 2021

- capacity decreased. Supervisor Dickson further stated he has been vaccinated and does not have a problem wearing a mask.
- ✓ The virus is on the rise and mutating and in the absence of a mandatory vaccine mandate wearing a mask is the most minimal thing people can do to protect themselves and others; it is not a freedom to be dead Supervisor Dickson stated the town is following the legal mandate.
- ✓ West Seneca Cares is doing very well, the list is almost completed.
- ✓ Is it possible to have contractors in the area donate materials for the Burchfield repairs Councilman Bauer stated there is a grant in place to provide funding for the materials but going forward that is something for the town to investigate.
- ✓ Referred to the previous Town Board meeting and the discussion about the Recreation Department and questioned if the Recreation Supervisor was in the union and if so why Supervisor Dickson stated she is in the union because she has no full time subordinates, and this was confirmed by the labor attorney.
- ✓ Referred to a prior Senior Center Director requesting overtime and stated they should not receive this Supervisor Dickson stated this is governed by their union contracts. Ms. Hawthorne confirmed the contracts set the position at a rate which is broken down hourly and they can receive overtime if it is in their budget.
- ✓ Can elected officials still maintain non-active Union status Supervisor Dickson stated the Town Board has the authority to approve or deny such a request. Councilman Hanley stated many positions are Civil Service and salaries are set accordingly.

COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

Recreation Supervisor Masset

Currently hiring for several positions and open skate is running, please check the website.

Highway Superintendent Adams

- The parking ban goes into effect December 1st.
- The Highway Department is holding their 2nd annual toy drive in support of WNY Foster Closet until December 10th

Councilman Piekarec

Recently toured the Burchfield Nature and Art Center and Rosina Foods

Councilman Hanley

Also toured Rosina Foods, please shop locally

Town Clerk Kobler

Noted the Town Board received an email from Dan Warren

Chief Baker

- Police Department is holding "Don't Shave December" to raise money for local charities
- Police Officers Dave Steinwandel and Michal Kocieniewski will be recognized as Officers of the year for 2020 and 2021 by the Regional Traffic Alliance

Director of Finance Straus

 Working on a detailed review of payroll and will have budget reports for the Town Board and department heads

TOWN BOARD PROCEEDINGS Minutes #2021-24 November 29, 2021

Director of Senior Services Stanek

- The penuckle schedule is being adjusted according to the players requests and invited people to discuss any concerns with her directly
- Membership requirements include being 50 or older and a resident of Erie County and the benefits include having priority with certain programs; the attendance requirement is being waived

ADJOURNMENT

Motion by Supervisor Dickson, seconded by Councilman Hanley, to adjourn the meeting at 6:43 P.M.

Ayes: All

Noes: None

Motion Carried

AMY M. KOBLER, TOWN CLERK



Town of West Seneca

Merit Increase Policy and Procedure for Part-Time Employees in White Collar Sector

Purpose

Each year, Department Heads, along with the Town Supervisor, will determine the pool of funds available for merit increases for part-time employees. The objective of the compensation policy is to implement a uniform policy and procedure for merit increases for part-time employees based both, in part, on employee performance, market rates, and financial resources.

Compensation Philosophy

The Town of West Seneca strives to pay employees according to market and merit, subject to the availability of financial resources and individual employee performance. Each part-time position is assigned: 1) a salary range that aligns with titles of the White-Collar contract; and 2) a salary range based on the on a competitive pay rate for comparable positions and unique duties and responsibilities of the particular position.

A salary range is the beginning rate of pay organized into grades. Each part-time position is assigned a salary grade that represents employees performing similar work utilizing similar knowledge, skills, and abilities. Employees have different levels of experience and education that determines where a new hire should be placed in the salary range.

Eligibility

To be eligible for a merit increase, an employee must be employed for a period of at least 6 months of continuous service before the merit award. This policy and procedure is applicable to all part-time employees in the while collar sector, with the exception of summer seasonal employees in the Recreation Department. This policy and procedure is not applicable to part-time employees in the Highway or Buildings and Grounds Departments.

Determination of Merit Increases

Department Heads will recommend: 1) whether an employee should receive any merit increase based on their individual annual performance review and 2) the amount of increase appropriate for the performance results.

The following factors are the basis for awarding merit pay to employees:

- The employee's performance as reported in the annual performance review;
- · Department funds available and funds approved during the budget process; and
- · Recommendations of Department Heads.

Review of Merit Increases

Merit increases require the recommendation of the employee's immediate supervisor, and the approval of the Town Supervisor. Employees are to be notified of their merit increase after the Town Budget has been adopted. The merit increase will be effective January 1 at the Reorganization/Organizational Meeting of the Town Board.

Performance Reviews

Employee performance is to be formally reviewed by Department Heads once a year during the first week in August to allow a possible increase to be discussed during the Department Head's upcoming Budget Meeting. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, and set goals for the upcoming year.

Grade	Beginning Salary Rate	Title
1	Minimum Wage - \$14	Crossing Guard
2	\$14 - \$15	Food Service Worker
		Van Driver
		Ceramics Instructor
3	\$15 - \$16	Clerk Typist
		Police Matron
4	\$17 - \$19	(Court) Clerk
		Assessment Clerk
		Cashier
		Account Clerk Typist
5	\$20 - \$22	Legal Clerk Youth Service Coordinator, PT Court Officer Public Safety Dispatcher Fire Inspector

TOWN OF WEST SENECA

STATEMENT OF ABANDONMENT

For the abandonment of a certain right of way in the Town of West Seneca

The undersigned, the Town Superintendent of Highways of the Town of West Seneca, County of Erie and State of New York, DOES HEREBY CERTIFY that certain portions of the streets and highways, hereinafter described, have not been opened or worked for a period in excess of the last six (6) years, and that the same have never been accepted as public streets and highways of the Town of West Seneca, and that the same have been abandoned by the public and have never been used as public streets or highways, to wit:

SEE ATTACHED SCHEDULE "A"

WE, the undersigned members of the Town Board of the Town of West Seneca, constituting the whole or a majority thereof, DO HEREBY CONSENT to the making and filing of this Certificate and do hereby sign the same.

Pursuant to 205 of the Highway Law of the State of New York, said portions of said streets and highways described above are hereby declared and decree by me, the undersigned Superintendent of Highways of the Town of West Seneca, to be and hereby are discontinued.

Dated at West Seneca, NY
This all day of MACM \$2021

Superintendent of Highways

Councilman

Councilman

Supervis

Councilman

Councilman

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SCHEDULE A JULIUS PLACE AND JANICE PLACE LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND, situated in the Town of West Seneca, County of Erie and State of New York, being part of Lot 427, Township 10, Range 7 of the Buffalo Creek Reservation, bounded and described as follows:

Beginning at a point in the intersection of the north line of Janice Place (unimproved) and the east line of Lot 427, said point being the southeast corner of subdivision lot 28 as shown on map filed in the Erie County Clerk's office under cover 3558;

Thence S 01°18'48" W, along the east line of Lot 427, a distance of 60.00 feet to the south line of Janice Place (unimproved);

Thence N 88°47'32" W, along the south line of Janice Place (unimproved), a distance of 617.24 feet to the east line of Julius Place (unimproved);

Thence S 01°12'28" W, along the east line of Julius Place (unimproved), a distance of 76.93 feet;

Thence N 88°47'32" W, a distance of 60.00 feet to the west line of Julius Place (unimproved), said point being the southeast corner of subdivision lot 32 as shown on map filed in the Erie County Clerk's office under cover 3558;

Thence N 01°12'28" E, along the west line of Julius Place (unimproved), and along said subdivision lot 32, a distance of 190.77 feet to the south line of Grant Boulevard;

Thence northeast along the south line of Grant Boulevard along a curve to the left having a radius of 530.00 feet and an arc length of 26.60 feet to the point of tangency;

Thence N 66°49'20" E, along the south line of Grant Boulevard, a distance of 30.80 feet;

Thence S 88°47'32" E, a distance of 7.45 feet to the east line of Julius Place (unimproved);

Thence S 01°12'28" W, along the east line of Julius Place (unimproved), a distance of 76.93 feet to the north line of Janice Place (unimproved);

Thence S 88°47'32" E, along the north line of Janice Place (unimproved), a distance of 617.35 feet to the point of beginning.

TOWN OF WEST SENECA

STATEMENT OF ABANDONMENT

For the abandonment of a certain right of way in the Town of West Seneca

The undersigned, the Town Superintendent of Highways of the Town of West Seneca, County of Erie and State of New York, DOES HEREBY CERTIFY that certain portions of the streets and highways, hereinafter described, have not been opened or worked for a period in excess of the last six (6) years, and that the same have never been accepted as public streets and highways of the Town of West Seneca, and that the same have been abandoned by the public and have never been used as public streets or highways, to wit:

SEE ATTACHED SCHEDULE "A"

WE, the undersigned members of the Town Board of the Town of West Seneca, constituting the whole or a majority thereof, DO HEREBY CONSENT to the making and filing of this Certificate and do hereby sign the same.

Pursuant to 205 of the Highway Law of the State of New York, said portions of said streets and highways described above are hereby declared and decree by me, the undersigned Superintendent of Highways of the Town of West Seneca, to be and hereby are discontinued.

Dated at West Seneca, NY

Superintendent of Highways

Councilman

Councilman

Supervisor

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Councilman

STATE OF NEW YORK) ss: COUNTY OF ERIE)				
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SCHEDULE A GRANT BOULEVARD LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND, situated in the Town of West Seneca, County of Erie and State of New York, being part of Lot 427, Township 10, Range 7 of the Buffalo Creek Reservation, bounded and described as follows:

Beginning at a point in the intersection of the south line of Grant Boulevard and the west line of Julius Place (unimproved), said point being the northeast corner of subdivision lot 32 as shown on map filed in the Erie County Clerk's office under cover 3558;

Thence S 01°12'28" W, along the west line of Julius Place (unimproved), a distance of 36.91 feet;

Thence N 88°47'32" W, a distance of 100.00 feet to the west line of said subdivision lot 32;

Thence N 01°12'28" E, along the west line of said subdivision lot 32, a distance of 8.46 feet to the south line of Grant Boulevard;

Thence northeast along the south line of Grant Boulevard along a curve to the left having a radius of 530.00 feet and an arc length of 104.13 feet to the point of beginning.