

ROLL CALL: Present: Supervisor Gary Dickson
Councilmember Robert Breidenstein
Councilmember Scott Robertson
Councilmember Mary Sherman

Absent:

SUPERVISOR CALL TO ORDER

1. Pledge of Allegiance
2. Fire Safety Notification
3. Roll Call

CONSENT AGENDA

1. Accept agenda as published

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to accept the agenda as published with the following changes: move Personnel Item nos. 6 and 7 to the beginning of the meeting and add a walk-on personnel item no. 11 from Councilmember Sherman.

Councilmember Breidenstein referred to Communications item no. 3 and stated the amount to be voted on is \$11,000 not \$13,000.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

MINUTES TO BE APPROVED

1. Town Clerk Newton re Meeting Minutes 2026-06 of March 23, 2026

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to approve Meeting Minutes 2026-06 of March 23, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

REGARDING PUBLIC COMMENTS

The Board will now entertain public comments for an item on the agenda or for any topic of concern. Each speaker should state your name and street for the record. Please be respectful in your comments and do not divulge any personal or confidential information (for example: names, specific situations, etc.). Speakers should recognize that not all questions or comments can be answered immediately and may require additional research. It is the Board's goal to respond in a thoughtful, timely, and accurate manner.

PUBLIC COMMENTS

The following comments and questions were received:

James Randolph, West Bihrwood Drive:

- Referred to the insurance renewal and asked the following questions:
 - Has there been an increased value in property values commensurate with the 15.85 % increase
 - Does the Town Board understand how 90% co-insurance work
- Referred to the values of the Town Hall and Community Center and questioned the current cost to replace them

- How would increasing the deductible for vehicle collisions impact the rates
- The town should get competitive offers from brokers every 3 - 5 years

Deputy Supervisor Greenan read comments and questions from Facebook:

- Thought the celebration budget line was to be used for July 4th, why are funds being used for an unrelated event
- Will the town be addressing the deer around Elmsford Drive and Orchard Park Road

Councilmember Breidenstein stated the celebration budget line will be used for the United States' 250th Anniversary and the 175th Anniversary of the town. A second night of fireworks is planned for Community Day, a town wide celebration on September 12th - A More Perfect Union on Union, and a town wide campus beautification project. Supervisor Dickson agreed that the events are related and the expenses are reasonable.

Supervisor Dickson stated the deer cull program has taken 150 deer this season and the town is continuing to address the deer problems.

NEW BUSINESS

1. PERSONNEL

1. Supervisor Dickson re Resignation of Councilman Jeffrey A. Piekarec

The resignation of Councilman Jeffrey A. Piekarec effective April 6, 2026, is received and filed.

Councilmember Breidenstein made the following statement. The recent revelations involving former Councilman Jeffrey Piekarec are deeply concerning and strike at the core of public trust. When an individual takes the oath of office, it carries a clear expectation—an unwavering commitment to integrity, sound judgment, and the protection of confidential information. On the evening of March 31st, I was contacted by multiple residents who provided clear, uncontroverted information regarding these actions. That information was immediately shared with my colleagues on the Town Board, and Supervisor Dickson promptly convened an emergency meeting. The actions brought to light have undermined confidence in Town operations, particularly in decision-making and hiring processes. More troubling, they have unfairly damaged the reputations of dedicated Town employees across our workforce, including members of the Police Benevolent Association and Blue Collar and White Collar union members and non-union staff. Let me be clear—this is not a matter of a single lapse in judgment or an isolated mistake. The information available indicates a sustained, intentional, and deliberate release of confidential and protected information in direct violation of Town Code and our Ethics Policy. Such conduct is egregious and cannot be tolerated under any circumstances. In my capacity as a Town Councilman and fiduciary of this community, I have filed a formal ethics complaint citing violations of Section 13 of the Town's Ethics Code, which strictly prohibits the disclosure of confidential information. I am confident the Ethics Committee will conduct a thorough and impartial review and render a decision based on the facts. Residents with a first hand accounting of these transgressions are similarly encouraged to file an Ethics Complaint. Public service demands accountability. When an elected official violates their oath, they forfeit the privilege to serve. The residents of West Seneca expect—and deserve—the highest standards of ethical conduct. In this instance, that standard was not met.

Councilmember Robertson stated that he echoes the statements of Councilmembers Breidenstein and Sherman. There is no place for this and these actions. We run to serve the community and do right by the residents and when there are trust issues and informational breaches, everyone is put in a very tough position. He is pleased that Councilmember Piekarec did the proper thing and resigned. We will move forward to rectify this situation and will do everything in our power to facilitate good government for the residents of West Seneca.

2. Deputy Supervisor Greenan re Title Change of Elyse Engleka

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to create the position "Assistant Director of Finance", and authorize the Supervisor's Office to submit the attached PO17 form to Erie County Personnel.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried
Appendices

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to accept the resignation of Haris Ismail from the Environmental Commission effective March 20, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

5. Town Justice Court Administrative Liaison Almeida re Appointment of Cindy Pietz as part-time Clerk Typist

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to appoint Cindy Pietz as a part-time Clerk Typist in the Justice Court Department effective April 30th, 2026, at a rate of \$20 per

hour to be paid from the Town Justice part-time account line 01111000.50138.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

6. Chief Cosgrove re Promotion of Christofer Alberti to Police Lieutenant

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to promote Police Officer Christofer Alberti to the rank of Police Lieutenant effective April 14th, 2026, at an annual salary of \$120,430.06 to be paid out of police budget line 01312000.50161.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

7. Chief Cosgrove re Promotion of David Steinwandel to Police Lieutenant

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to promote Police Officer David Steinwandel to the rank of Police Lieutenant effective April 14th, 2026, at an annual salary of \$120,430.06 to be paid out of Police budget line 01312000.50161.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

8. Director of Recreation Cox re Pay rate increase for part-time Recreation Department employees

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to approve the following adjustments to the hourly pay rates for the listed part-time Recreation Department employees effective May 1, 2026:

Recreation Attendant

Nancy Birkmeyer \$18.50 per hour

Isobel Bucki \$18.50 per hour

Kennedy Louth \$17.50 per hour

Brooke Weber \$18.50 per hour

Recreation Leader

Aiden Czaja \$22.00 per hour

Hanna Dylik \$22.00 per hour

Alexia Krawczyk \$22.00 per hour

Christian Mellerski \$22.00 per hour

Nathan Mellerski \$22.00 per hour

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

9. Director of Recreation Cox re Title change of part-time Recreation Attendants to Recreation Leader

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to change the title of the following part-time Recreation Attendants to Recreation Leader effective May 1, 2026.

Ava Rivarola at \$21 per hour

Erin Sullivan at \$21 per hour

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

10. Director of Recreation Cox re Appointment of part-time Recreation Department employees

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to appoint the following part-time Recreation Attendants effective April 14, 2026, as follows:

Haden Jarmusz at \$18.00 per hour
Lillian Sikora at \$17.00 per hour
Olivia Hunger at \$17.00 per hour
Sean Sullivan at \$17.00 per hour

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

11. Councilmember Sherman re Title change of part-time Director of Recreation David Cox

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to change the position title of David Cox from Recreation Supervisor PT to full time provisional Director of Recreation II at an annual salary of \$80,153.60, effective April 20, 2026, to be paid from account code 001.7140.0100.

Ayes: 5 Noes: 0 Abstain: 0 Motion Carried

2. COMMUNICATIONS TO BE VOTED ON

1. Supervisor Dickson re Business Insurance Renewal

Supervisor Dickson stated the town went out to brokers in 2022 and has been using Tompkins Insurance Agencies for 4 years.

Kathleen Rapasadi of Tompkins provided the following information:

- The fire loss at the Highway garage has limited the town's opportunities for additional bids, but the loss will drop off next year
- The following Carriers declined: Houston Casualty, McKee Risk Management, Selective, Travelers, and Trident
- Approximately 80% of municipalities in NYS are with NYMIR
- An appraisal of all buildings was performed by NYMIR in the last year and the amount of \$86.6M is sufficient coverage
- The renewal for 2026-2027 is up 5.6% for a total of \$815,532.22
- Other policies renew or renewed as follows:
 - Cyber policy with coverage of \$1M on August 16, 2026, at \$24,000
 - Workers Compensation on February 1, 2026, at \$149,000

Supervisor Dickson stated \$86M is the value of the town's property. Ms. Rapasadi confirmed this and stated the amount includes the contents of the properties. Supervisor Dickson asked if the town needed this much coverage. Ms. Rapasadi stated the carriers' policy is to fully insure the properties. Councilmember Sherman asked when the replacement cost assessment was performed and how often this is done. Ms. Rapasadi stated she believes this was done in 2024 and the assessment is usually done every 5 - 6 years.

Councilmember Breidenstein asked Ms. Rapasadi to address Mr. Randolph's questions about

collision coverage on older vehicles, and is there a benchmark standard when this coverage is dropped. Ms. Rapasadi stated the town can remove collision coverage at their discretion on individual vehicles. Councilmember Sherman asked Ms. Rapasadi for the amount the town would save by dropping collision coverage on vehicles older than 2015. Supervisor Dickson stated the older vehicles are not worth much and insurance would not pay for a new vehicle. Ms. Rapasadi stated the only vehicle that would be replaced are Police vehicles that are 10 years or newer.

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to accept the renewal proposal from Tompkins Insurance Agency for insurance through NYMIR for the period of May 1, 2026 - May 1, 2027, in the amount of \$815,532.22.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

2. Councilmember Robertson re Date change of the June 22, 2026, Town Board meeting

Motion by Councilmember Robertson, seconded by Councilmember Breidenstein, to change the June 22, 2026, Town Board meeting to June 29, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

3. Councilmember Breidenstein re Town-wide Celebrations and Town Campus Beautification

Motion by Councilmember Breidenstein, seconded by Councilmember Robertson, to authorize the Supervisor or designee to execute an agreement with Seneca Greenhouse in the amount of \$11,318.50 for the delivery of fifty (50) 30" sun-tolerant, heat-resistant planters and patriotic-themed planters for the town hall campus for the 250th and 175th town-wide patriotic celebrations noting Seneca Greenhouse was the lowest, most responsible bidder and funds will come from the budget code Celebrations 01755000.4.

Councilmember Sherman asked how long the planters would last. Councilmember Breidenstein stated the planters should last through the first frost. Supervisor Dickson asked if the planters would be available beyond this year. Councilmember Breidenstein stated he anticipates them being sponsored by groups similar to the Veterans Walkway Gardens.

Ayes: 4 Noes: 0 Abstain: 0 Motion

4. Town Engineer re Engineering Planning Grant - Local Share Resolution

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to adopt the following resolution regarding the Engineering Planning Grant (EPG) applied for in 2025 and received \$100,000:

WHEREAS, the Town of West Seneca previously submitted an application to the New York State Environmental Facilities Corporation (NYS EFC) for an Engineering Planning Grant (EPG) to complete a sanitary sewer system evaluation, including flow monitoring, hydraulic analysis, and development of recommendations to reduce inflow and infiltration and improve system performance; and

WHEREAS, the Town was awarded an Engineering Planning Grant in 2025 in the amount of

\$100,000; and

WHEREAS, the total estimated cost of the engineering planning study is \$237,800; and

WHEREAS, the EPG program requires a minimum local match of at least 20% and that any project costs exceeding the grant award are the responsibility of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Town of West Seneca hereby commits to funding the required local match and all additional project costs not covered by the grant, for a total estimated local share of \$137,800; and

BE IT FURTHER RESOLVED that the local share shall be funded from the Town's Sanitary Sewer Fund balance and/or other available funding sources as determined appropriate by the Town; and

BE IT FURTHER RESOLVED that the Town Supervisor is hereby authorized to execute all agreements, certifications, and documentation necessary to implement and administer the grant funding; and

BE IT FURTHER RESOLVED that the Town Board supports the advancement of this project and the completion of the engineering report to guide future sanitary sewer system improvements and regulatory compliance efforts.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

5. Town Engineer re Phase 8 Sanitary Sewer Improvements

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to authorize the Supervisor to sign the attached Change Order No. 3 to reallocate funds within the Phase 8 Sanitary Sewer contract from completed pay items to Pay Item 14 (Allowance), noting this will allow the remaining allowance funds to be used to complete sanitary sewer replacement work along West Willowdale Drive, as well as address other deficiencies identified as part of the project. Further noting the Change Order extends the contract completion date and a table summarizing the adjustments for each pay item is included.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried
Appendices

6. Town Engineer re Proposal - Phase 1 Environmental Study

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to award the Phase I Environmental Site Assessment services for the properties located at 4393 and 4397 Seneca Street to Roux Environmental Engineering and Geology, D.P.C. in the total amount of \$3,000, noting that while this was not the lowest, Roux's proposal provides a comprehensive and well-documented scope of services that fully meets the requirements of ASTM E1527-21 and the All Appropriate Inquiries (AAI) standard under CERCLA.

On the question, Councilmember Breidenstein asked CPL representative Mark DiPasquale to speak about the additional value that Roux's proposal provides the town. Mr. DiPasquale stated Roux did a very thorough preliminary investigation and had more information about the site than LaBella

Associates.

Supervisor Dickson stated the location is the old ABC Paving properties on Seneca Street across from the Main Street intersection. The town would like to perform environmental studies prior to accepting the land as a donation.

On the question, Councilmember Sherman asked if LaBella Associates performed a preliminary investigation. Mr. DiPasquale stated he was not aware of one. Councilmember Sherman asked if the town must abide by the ASTM. Mr. DiPasquale stated the ASTM is the standard for Phase 1.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

7. Director of Recreation Cox re Summer Camp fee schedule

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to approve the attached fee schedule for the 2026 summer camp programs.

Director of Recreation Cox summarized the programs and stated the goal is to expand the Recreation Department programs. Some programs will have fees while there will still be many free programs available.

Supervisor Dickson asked if non-residents participate. Director of Recreation Cox stated residents are able to register first, there are waiting lists, and commented that there were many no-shows despite the registrations.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried
Appendices

3. WARRANT

1. Director of Finance re Approval of Warrant

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to approve the vouchers submitted for audit, chargeable to the respected funds as follows:

General Fund: \$ 339,923.32
Highway Fund: \$ 456,699.39
Capital Fund: \$ 35,139.64
Sewer Districts: \$ 24,841.30
Water Districts: \$ 0.00
Drainage District: \$ 0.00
Gas Conversion Lighting Districts: \$ 306.89
Electric Lighting Districts: \$ 1,530.92

Total: \$ 858,441.46

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

4. REPORTS FOR FILING

1. Town Clerk Newton re Town Clerk monthly report for March 2026

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to receive and file the Town Clerk monthly report for March 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

2. Councilmember Sherman re Youth and Recreation Commission Annual Report 2025

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to receive and file the Youth and Recreation Commission Annual Report for 2025.

Ayes: 0 Noes: 0 Abstain: 0 Motion

3. Town Engineer re Capital Project Reports February 2026 & March 2026

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to receive and file the Capital Project Reports for February 2026 and March 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

ISSUES OF THE PUBLIC

Public comments and questions were received as follows:

Paula Tobin, West Seneca:

- Why must speakers state their address - Supervisor Dickson stated speakers do not have to provide their address.
- Has there been a decline in deer - car accidents since the cull program began

Beverly Leising, Harwood Road:

- How is the postage added to the tax bills and suggested the town purchase Forever stamps before the next increase
- Per Joan Lillis, the Civic and Patriotic Commission is now a 501C, non-profit organization, and cannot issue scholarships, is this correct
- Were lists ever provided for recipients of scholarships given in the past

Gina Nasca, Blossom Road:

- What is the process and timeline for filling the vacant Council position
- How does the vacancy impact the voting on the Kloc's Grove project

Deputy Supervisor Greenan read the following comments from Facebook:

- Kylie Baer: How will the appointment of the Council position be made by the Town Board and encouraged transparency and increase in public trust
- Jo Latini: Will there be a special election to fill the vacant Council position
- Ken Bushley: Experienced a broken sewer ine, discovered a neighbor's line is connected to his
- John: Are there plans to pave Seneca Creek Road
- Rob Kendrick: Suggested the planters be filled with compost from the Farmer Pirates program at a lower or no cost

Town Attorney Trapp stated the Town Board has the authority to fill the Town Council position until the end of the year and candidates would run for the election in November for the last year of the current term. The election in November 2027 would be for a four-year term. The Town Board can determine the process. Supervisor Dickson stated the election in 2027 would actually be for a three-year term. Anyone interested in the open position can forward a resume to the Town Board.

Highway Superintendent Adams stated he will follow up with the Engineering Department regarding Mr. Bushley's concerns. Supervisor Dickson stated the Code Enforcement Office and Engineering Department have been working with Mr. Bushley extensively.

Highway Superintendent Adams stated Seneca Creek Road is an Erie County road. Erie County is patching potholes and a paving project from Borden Road from Seneca Creek Road to French Road is planned. The town can only work on town-owned roads.

Town Clerk Newton stated the town does not use postage stamps; there is a postage meter for outgoing town mail. The bulk of tax bills are mailed by a local company, RDT, that folds the tax bills, inserts the return envelopes, adds postage and mails the bills. Town Clerk Newton stated she would be contacting RDT regarding the cost of postage for budgeting purposes.

Chief Cosgrove stated he will follow up on the number of deer - car accidents for the next meeting including the past few years. Supervisor Dickson stated 157 deer have been taken this season.

Councilmember Breidenstein stated a commercial greenhouse is not permitted to bring in outside compost per NYSDEC guidelines, but when the town is using the planters next year, this may be an option.

COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

Councilmember Robertson

- Congratulated Director of Recreation Cox on his full time appointment and the newly promoted Police Lieutenants

Councilmember Breidenstein

- The Students of Excellence dinner is on April 22nd to celebrate the students
- The question about the Veterans tax exemption remains unanswered, specifically how the tax cap is decided - Councilmember Robertson understands NYS will mandate the exemption in the fall.
- Renaming parks for Veterans remains an open item

Supervisor Dickson

- Invited residents to contact him with any questions about the Town Board vacancy
- The Rotary Club is hosting a shredding event on Saturday at Hoy Funeral Home from 9 A.M - Noon at 3855 Seneca Street
- Regarding Public Comments, the Town of Cheektowaga was considering making the second opportunity for public comments more free flowing

Councilmember Sherman

- Congratulated the newly promoted Police Lieutenants
- Requested anyone forwarding credentials for the vacancy to copy all Town Board members

Highway Superintendent Adams

- Spring clean-up is underway and more permanent repairs to roadways have begun
- The first paving project is scheduled for the next few weeks: South Avenue, West Avenue, Jack Berry, and School Street
- Yard waste pickup to begin May 4th

Town Attorney Trapp

- Cannot answer Mrs. Leising's question, it is dependent on the Articles of Incorporation

EXECUTIVE SESSION

1. Town Attorney re Brown/1000 Queens Landing

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to enter into executive session to allow Town Attorney Trapp to update the Town Board on two pending litigation matters involving the Town, Brown vs. West Seneca and 1000 Queens Landing vs. the Town of West Seneca at 7:16 P.M.

Councilmember Breidenstein requested an additional item be discussed; the employment status of a particular person or persons.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to exit executive session and return to the open meeting at 7:36 P.M.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

ADJOURNMENT

Motion by Councilmember Breidenstein, seconded by Supervisor Dickson, to agree to the settlement of Brown vs. The Town of West Seneca, etal, in the amount of \$50,000.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Supervisor Dickson, on behalf of the entire Town Board, directed Town Attorney Trapp to file a complaint with the Ethics Board with regard to the actions of Jeff Piekarec.

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to adjourn the meeting at 7:38 P.M.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

TOWN OF WEST SENECA



Jeffrey A. Piekarec
Town Councilman

TOWN SUPERVISOR
Gary A. Dickson
TOWN COUNCILMAN
Jeffrey A. Piekarec
Scott D. Robertson
Mary T Sherman
Robert J. Breidenstein

4-6-2026

Dear Town Clerk Kate Newton,

I am writing to inform you that I will be resigning from my elected position as Town Councilmember to focus on other professional endeavors. My resignation is effective immediately.

West Seneca has a proud past and unlimited future. I have been honored to serve this community and wish the town continued success in the years ahead.

Sincerely,

Jeffrey A. Piekarec
Town Councilman
1250 Union Rd
West Seneca NY 14224

NEW POSITION DUTIES STATEMENT

To:
PERSONNEL OFFICER County of Erie
Edward A. Rath County Office Bldg
95 Franklin St
Buffalo, NY 14202

Date 4/6/2026

From: Town of West Seneca

☐ County Dept

☒ Town

☐ Special Dist.

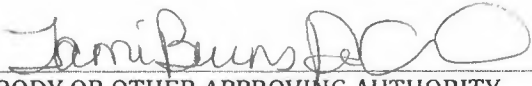
☐ Village

Pursuant to the provisions of Section 22, of the Civil Service Law, I am submitted statement of duties of proposed new position. (NOTE: Department head or other authority requesting the creation of a new position, shall prepare a description for each new position to be created except that one description may cover two or more identical positions in the same unit. Send three typed copies to the Personnel Officer.)

1. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided

Percent of Total Time/Frequency	ACTIVITIES
	****SEE ATTACHED****

(Attach additional sheets if more space is needed.)

2. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.) NAME TITLE TYPE OF SUPERVISION ****SEE ATTACHED****		
3. Names and Titles of Persons Supervised by this position NAME TITLE TYPE OF SUPERVISION ****SEE ATTACHED****		
4. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position. NAME TITLE LOCATION OF POSITION ****SEE ATTACHED****		
5. What minimum qualification do you think should be required for this position? (High school, College Degrees, etc. plus years of experience.) ****SEE ATTACHED****		
6. As Department Head (or other Authority) I certify the above statements are accurate and complete. Date: 4/6/2026 Title: Deputy Town Supervisor Signature: 		
CERTIFICATE OF PERSONNEL OFFICER 7. In accordance with the provisions of Civil Service Law, Section 22, the ERIE COUNTY PERSONNEL OFFICER certifies that the appropriate service title for the position described is: Assistant Director of Finance		
Date: 4/7/2026 Signature: 		
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
8. Creation of described position: ☐ Approved ☐ Disapproved		
Date: Signature:		

RETURN ONE COMPLETE COPY TO PERSONNEL OFFICER- After completing section 8 when position(s) are approved.

ASSISTANT DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting with supervising and performing advanced accounting, transaction processing, payroll, accounts receivable, auditing, and fiscal analyses in the finance department of a municipality. This is a professional accounting and auditing position responsible for programs and procedures for the finance department. The incumbent assists with the preparation, completion and submission of required financial reports in accordance with applicable laws, rules and regulations. Work is performed under the general supervision of the Director of Finance or other higher-ranking administrative staff. Supervision is exercised over lower-level fiscal and administrative staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors and tracks spending and adherence to approved budgets;
Operationalizes the fiscal components of contract administrative functions;
Makes recommendations to the Director regarding the development of policies and procedures to ensure compliance with State, Federal, and Local laws, and rules and regulations;
Monitors fiscal operations and works with finance staff to ensure the integration of program budgeting, evaluation, and accounting processes;
Maintains detailed system of financial records and statistics of participating agencies' costs and activities;
Prepares reports and other fiscal data for management planning and evaluation of services;
Assists department in setting up budgets, in making cost estimates and justification of items, accounting, and reporting procedures;
Compiles annual budget and maintains financial records and reports;
Assists the Director in monitoring, maintaining, and upgrading data systems which support oversight and reconciliation of funding allocations with all State, Federal, and Local authorities;
Provides technical support and advisement regarding fiscal management and report submissions;
Attends and may schedule or plan meetings, participates in committees, trainings, in-services, community meetings and professional organizations as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of governmental accounting and auditing; good knowledge of current methods and procedures of cost accounting; good knowledge of budget preparation; good knowledge of office procedures and equipment; ability to plan and develop accounting systems; ability to conduct audits; ability to analyze financial data and to make appropriate recommendations; ability to prepare detailed reports and to present data effectively; ability to establish and maintain effective working relationships with a diverse constituency; high degree of accuracy; sound judgement; initiative and dependability; capable of performing the essential functions of the position with or without reasonable accommodation..

MINIMUM QUALIFICATIONS:

- A) Possession of a Certified Public Accountant (CPA) license* in New York State and one (1) year of experience in fiscal management or accounting; or,
- B) Possession of a Master's degree** in Business or Public Administration, Financial Management or related field and two (2) years of experience in fiscal management or accounting; or,
- C) Possession of a Bachelor's degree** in Business or Public Administration, Financial Management or related field and four (4) years of experience in fiscal management or accounting; or,
- D) An equivalent combination of education and experience requirements as defined by the limits of A, B and C.

NOTE*: If qualifying with a CPA in NYS, employee must maintain CPA registration throughout duration of appointment.

NOTE 2**: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

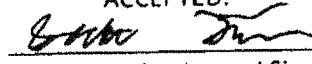
Note 2: Verifiable part-time and / or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Date of Issuance: April 15, 2026	Effective Date:
Owner: Town of West Seneca	Owner's Contract No.: C9-6645-03-00
Contractor: United Survey, Inc.	Contractor's Project No.:
Engineer: CPL	Engineer's Project No.: R22.12049.05
Project: Phase 8 Sanitary Sewer Improvements	Contract Name: Phase 8 Sanitary Sewer Improvements

The Contract is modified as follows upon execution of this **no cost** Change Order.

See the attached revised partial over run/ under run table. This table shows the under runs that were added to Pay Item #14 – Allowance. It also includes the funds from the Allowance that was added to specific pay items to balance the funds due to over runs in quantities.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$ 15,191,650.00</u>	Original Contract Times: Substantial Completion: <u>June 30, 2025</u> Ready for Final Payment: <u>August 31, 2025</u> days or dates
[Increase] [Decrease] from previously approved Change Orders: <u>\$ 0.00</u>	[Increase] from previously approved Change Orders Substantial Completion: <u>July 1, 2026</u> Ready for Final Payment: <u>August 1, 2026</u> days
Contract Price prior to this Change Order: <u>\$ 15,191,650.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>June 30, 2025</u> Ready for Final Payment: <u>August 31, 2025</u> days or dates
[Increase] [Decrease] of this Change Order: <u>\$ 0.00</u>	Increase of this Change Order: Substantial Completion: <u>July 1, 2026</u> Ready for Final Payment: <u>August 1, 2026</u> days or dates
Contract Price incorporating this Change Order: <u>\$ 15,191,650.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>July 1, 2026</u> Ready for Final Payment: <u>August 1, 2026</u> days or dates

RECOMMENDED:		ACCEPTED:	
By: <u></u>	By: _____	By: <u></u>	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)	
Title: <u>Project Manager</u>	Title: <u>Town Supervisor</u>	Title: <u>President</u>	
Date: <u>4/9/26</u>	Date: _____	Date: <u>4/9/26</u>	

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

Town of West Seneca

Phase 8 Sanitary Sewer Improvements

CHANGE ORDER #3 - FINAL

Bid Item	Description	Quantity	Unit	Contract Award		Revised Quantities		Deducted Amount	Added Amount
				Unit Price	Amount	Quantity	Amount		
1L	Mobilization	1.00	LS	\$300,000.00	\$ 300,000.00	1.00	\$ 300,000.00	\$ -	\$ -
2.1L	Heavy Clean & CCTV 8", 10", 15", 16" (Labor)	7,500.00	LF	\$8.00	\$ 60,000.00	12,628.00	\$ 101,024.00	\$ -	\$ 41,024.00
2.2L	Heavy Clean & CCTV 24", 27", 36" (Labor)	7,500.00	LF	\$30.00	\$ 225,000.00	8,045.00	\$ 241,350.00	\$ -	\$ 16,350.00
2.3L	Light Cleaning & CCTV 8", 10", 15", 16" (Labor)	63,398.00	LF	\$7.00	\$ 443,786.00	74,004.00	\$ 518,028.00	\$ -	\$ 74,242.00
2.4L	Light Cleaning & CCTV 24", 27", 36" (Labor)	27,700.00	LF	\$115.00	\$ 3,185,500.00	25,629.00	\$ 2,947,335.00	\$ 238,165.00	\$ -
3.1L	36" Sanitary Sewer Lining (Labor)	16,700.00	LF	\$80.00	\$ 1,336,000.00	16,700.00	\$ 1,336,000.00	\$ -	\$ -
3.1M	36" Sanitary Sewer Lining (Material)	16,700.00	LF	\$150.00	\$ 2,505,000.00	16,700.00	\$ 2,505,000.00	\$ -	\$ -
3.2L	24" or 27" Sanitary Sewer Lining (Labor)	10,620.00	LF	\$75.00	\$ 796,500.00	9,032.00	\$ 677,400.00	\$ 119,100.00	\$ -
3.2M	24" or 27" Sanitary Sewer Lining (Material)	10,620.00	LF	\$90.00	\$ 955,800.00	9,165.00	\$ 824,850.00	\$ 130,950.00	\$ -
4.1L	16" Sanitary Sewer Lining (Labor)	850.00	LF	\$32.00	\$ 27,200.00	776.00	\$ 24,832.00	\$ 2,368.00	\$ -
4.1M	16" Sanitary Sewer Lining (Material)	850.00	LF	\$28.00	\$ 23,800.00	776.00	\$ 21,728.00	\$ 2,072.00	\$ -
4.2L	15" Sanitary Sewer Lining (Labor)	1,800.00	LF	\$21.00	\$ 37,800.00	2,242.00	\$ 47,082.00	\$ -	\$ 9,282.00
4.2M	15" Sanitary Sewer Lining (Material)	1,800.00	LF	\$27.00	\$ 48,600.00	2,242.00	\$ 60,534.00	\$ -	\$ 11,934.00
4.3L	10" Sanitary Sewer Lining (Labor)	5,500.00	LF	\$20.00	\$ 110,000.00	3,883.00	\$ 77,660.00	\$ 32,340.00	\$ -
4.3M	10" Sanitary Sewer Lining (Material)	5,500.00	LF	\$17.00	\$ 93,500.00	3,883.00	\$ 66,011.00	\$ 27,489.00	\$ -
4.4L	8" Sanitary Sewer Lining (Labor)	56,000.00	LF	\$20.00	\$ 1,120,000.00	53,172.00	\$ 1,063,440.00	\$ 56,560.00	\$ -
4.4M	8" Sanitary Sewer Lining (Material)	56,000.00	LF	\$15.50	\$ 868,000.00	53,172.00	\$ 824,166.00	\$ 43,834.00	\$ -
5L	Test Sewer Lateral and Seal Grout (Labor)	740.00	EA	\$425.00	\$ 314,500.00	645.00	\$ 274,125.00	\$ 40,375.00	\$ -
5M	Test Sewer Lateral and Seal Grout (Material)	740.00	EA	\$75.00	\$ 55,500.00	761.50	\$ 57,112.50	\$ -	\$ 1,612.50
6.1L	Spot Repair 8", 10", 15", 16" (Labor)	17.00	EA	\$7,000.00	\$ 119,000.00	17.00	\$ 119,000.00	\$ -	\$ -
6.1M	Spot Repair 8", 10", 15", 16" (Material)	17.00	EA	\$7,000.00	\$ 119,000.00	17.00	\$ 119,000.00	\$ -	\$ -
6.2L	Spot Repair 24", 36" (Labor)	4.00	EA	\$10,000.00	\$ 40,000.00	4.00	\$ 40,000.00	\$ -	\$ -
6.2M	Spot Repair 24", 36" (Material)	4.00	EA	\$10,000.00	\$ 40,000.00	4.00	\$ 40,000.00	\$ -	\$ -
7L	Line Existing Manhole 0.5" Cement Spray (Labor)	5,100.00	VF	\$150.00	\$ 765,000.00	3,705.03	\$ 555,754.50	\$ 209,245.50	\$ -
7M	Line Existing Manhole 0.5" Cement Spray (Material)	5,100.00	VF	\$75.00	\$ 382,500.00	3,705.03	\$ 277,877.25	\$ 104,622.75	\$ -
8L	Seal Manhole Joints (Labor)	380.00	EA	\$190.00	\$ 72,200.00	380.00	\$ 72,200.00	\$ -	\$ -
8M	Seal Manhole Joints (Material)	380.00	EA	\$175.00	\$ 66,500.00	380.00	\$ 66,500.00	\$ -	\$ -
9L	San MH Chimney Seal (Labor)	380.00	EA	\$375.00	\$ 142,500.00	366.00	\$ 137,250.00	\$ 5,250.00	\$ -
9M	San MH Chimney Seal (Material)	380.00	EA	\$250.00	\$ 95,000.00	366.00	\$ 91,500.00	\$ 3,500.00	\$ -
10L	Open & Inspect Existing Manhole (Labor)	10.00	EA	\$600.00	\$ 6,000.00	10.00	\$ 6,000.00	\$ -	\$ -
11L	Locate & Inspect Existing Manhole (Labor)	15.00	EA	\$700.00	\$ 10,500.00	15.00	\$ 10,500.00	\$ -	\$ -
12L	Access Road (Labor)	2,000.00	LF	\$45.00	\$ 90,000.00	2,767.50	\$ 124,537.50	\$ -	\$ 34,537.50
12M	Access Road (Material)	2,000.00	LF	\$40.00	\$ 80,000.00	2,767.50	\$ 110,700.00	\$ -	\$ 30,700.00
13	NYS EFC / MWBE Compliance	1.00	LS	\$205,000.00	\$ 205,000.00	1.00	\$ 205,000.00	\$ -	\$ -
14	Allowance	1.00	LS	\$451,964.00	\$ 451,964.00	1.00	\$ 1,248,153.25	\$ -	\$ 796,189.25
Total					\$ 15,191,650.00		\$ 15,191,650.00		

3. PROPOSED 2026 FEE SCHEDULE

Program Name	Target Age	Duration	Capacity	Resident Fee	Non-Res Fee
Intro to Sports	9–13 Years	5 Weeks (9 hrs/wk)	20 per week	\$45.00	\$55.00
Summer Play	9–13 Years	6 Weeks (2 days/wk)	30 per session	\$25.00	\$35.00
Summer Fun	5–8 Years	6 Weeks (2 days/wk)	30 per session	\$25.00	\$35.00

4. REVENUE PROJECTIONS

These projections are based on 100% capacity (820 total registration slots) across the summer season.

Program	Capacity/Sessions	Total Participants	Resident Rev. (Est. 80%)	Non-Res Rev. (Est. 20%)	Total Revenue
Intro to Sports	20 kids x 5 weeks	100	\$3,600	\$1,100	\$4,700
Summer Play	30 kids x 2 groups x 6 wks	360	\$7,200	\$2,520	\$9,720
Summer Fun	30 kids x 2 groups x 6 wks	360	\$7,200	\$2,520	\$9,720
TOTALS		820	\$18,000	\$6,140	\$24,140
