WEST SENECA COURT ROOM
1300 Union Road
West Seneca, NY 14224

TOWN BOARD PROCEEDINGS
Minutes Special Town Board Meeting
September 22, 2026

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

Absent: Councilmember Robert Breidenstein

SUPERVISOR CALL TO ORDER

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

NEW BUSINESS

1. Responsibilities of the Town Clerk's Office and others as it pertains to agendas, minutes, etc. for the Planning Board, Zoning Board of Appeals, and all other boards.

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to approve the roles and responsibilities chart as attached as it pertains to agendas and minutes for the Planning Board, Zoning Board, and other boards with an amendment: the fifth line assigned to the Town Clerk's office to include "Preparing agenda packet" and publishing the agenda online for the public.

On the question, Councilmember Robertson referred to the four boards that currently do not have a secretary and questioned if any individuals performing the secretarial duties may provide documents through email as opposed to accessing the CivcPlus software. Supervisor Dickson stated that would be a reasonable process.

Supervisor Dickson added that any interpretation as to the meaning of the chart would be resolved by the Supervisor's Office in coordination with the Board's Liaison.

Town Clerk Newton asked for clarification regarding the changes proposed for the newly added language on the roles and responsibilities chart.

Supervisor Dickson withdrew the motion.

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to approve the roles and responsibilities chart attached as it pertains to agendas and minutes for the Planning Board, Zoning Board, and other boards with an amendment: the fifth line is now assigned to the Town Clerk's office to include "Preparing agenda packet" and publishing the agenda online for the public. Additionally, until secretaries are hired for the four smaller boards, the agendas and minutes will be provided to the Town Clerk's Office in "pdf" form and any future interpretation as to the meaning of the chat will be resolved by the Supervisor's Office in coordination with the Board's Liaison.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried
Appendices

2. Appointment of Councilmember Breidenstein as Liaison to the Zoning Board of Appeals

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to appoint Councilmember Breidenstein as Town Board Liaison to the Zoning Board of Appeals for the remainder of 2026.

Ayes: 3	Noes: 0	Abstain: 0	Motion Carried

ADJOURNMENT

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to adjourn the meeting at 2:35 P.M.

Ayes: 3	Noes: 0	Abstain: 0	Motion Carried

Roles & Responsibilities pertaining to Open Meetings		
What	**Who**	**By When**
Coordinating meeting schedule dates/times/locations	Secretary to Committee	Ideally in Nov/Dec for the following calendar year
Publishing meeting dates to website & local paper	Town Clerk's Office	As soon as available but with minimum of 72 hours notice to the public
Setting what is on the agenda	Chair to the Committee or Code Enforcement Dept. (if Planning/ZBA)	Provide content to the Secretary within 10 days of the upcoming meeting
Drafting/assembling the agenda	Secretary to Committee	Provide agenda items (using Civic Clerk software) to the Clerk's Office for posting within 1 week of the meeting. ***Until new secretaries are hired, committees other than Zoning and Planning will email a pdf agenda to Town Clerk's Office for proper publication.
Preparing agenda packet and publishing the agenda online for the public	Town Clerk's Office	Week in advance of the meeting, but minimum of 72 hours before the meeting in accordance with OML
Providing emailed and print copies of meeting materials to the committee members	Secretary to Committee	Timeline determined by Chair.
Drafting meeting minutes	Secretary to Committee	During/after meeting
Submitting draft minutes to the Town Clerk's Office for proper publication	Secretary to Committee	Submit meeting minutes to the Clerk's Office for publication within 10 days of an open meeting, and within 4 days of an executive session. (Only motions are required for executive sessions.) ***Until new secretaries are hired, committees other than Zoning and Planning will email a pdf copy of minutes to Town Clerk's Office for proper publication.
Publishing meeting minutes online for the public	Town Clerk's Office	Minutes of open meetings must be made available to the public within two weeks of the meeting; minutes of executive sessions must be made available within one week of the executive session
Providing copies of the minutes to the committee members	Secretary to Committee	At same time as meeting materials, prior to next meeting where members will vote to approve/deny or amend
Creating supplemental meeting materials & gathering information	Chair to the Committee/Applicable Dept.	Prior to the meeting
Providing meeting materials to the committee members	Secretary to Committee	Prior to the meeting (specific timeline determined by Chair)
Collecting excused absence requests	Secretary to Committee	Prior to the meeting (specific timeline determined by Chair)
Taking attendance and reporting on absences	Secretary to Committee	At the meeting
If committee members are paid (ZBA & Planning), reporting roll call to payroll	Secretary to Committee	By EOD the following day
Collecting resignation letters and submission to HR	Secretary to Committee	Before a Town Board action is taken to accept
Submitting action requests to the Town Board	Town Board Liaison	Before the 10am Thursday agenda deadline
Facilitating the meeting	Chair to the Committee	
Conducting official business of the committee	Chair to the Committee/Members	
Making official decisions of the committee	Chair to the Committee/Members	
Maintaining the committee subpage on the website	Secretary to Committee	
Providing content for webpage or social media	Chair to the Committee/Applicable Dept.	
Coordinating meeting room set up needs	Secretary to Committee	
Physically setting up meeting room	Buildings & Grounds	
Appointing members to committee	Town Board	
Advertising vacancies	Human Resources	
Onboarding (New Hire Paperwork for ZBA/Planning)	Human Resources	
Setting up new email account	IT Company (AIS)	
Collecting annual Financial Disclosure Form	Town Clerk's Office	Annually in collaboration with Ethics Board
Collecting signature for Oath Book (if applicable)	Town Clerk's Office	Within 30 days of appointment
Maintaining contact information for members	Secretary to Committee	
Reminding members of requirement for continued education	Chair to the Committee	
Keeping record of continuing education requirements (if applicable)	Town Clerk's Office	Annually as supplied by the members
***Any interpretations will be determined by the Supervisor's Office in coordination with Town Board Liaison to the Town Clerk's Office.		

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