

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

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 the full time appointments to the front of the agenda, Personnel item nos. 3, 7, 11, and 12
- add an amendment to old business
- add a walk-on item for the Recreation Department, Personnel item no. 13

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

MINUTES TO BE APPROVED

1. Town Clerk Newton re Meeting Minutes 2026-12 of June 29, 2026

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to approve Meeting Minutes 2026-12 of June 29, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

OLD BUSINESS

1. Town Clerk Newton re Proofs of Publication and posting of legal notice "OF A PUBLIC HEARING TO HEAR ALL INTERESTED PARTIES AND CITIZENS FOR OR AGAINST THE ADOPTION OF LOCAL LAW 2026-4 MODIFICATION OF CHAPTER 46-6 AVOIDABLE ALARMS" in the Town of West Seneca.

Supervisor Dickson stated the proposed local law remains pending as the Town Board awaits input from the fire companies.

2. Amendment to the Salt Storage Building WQIP Grant requirements

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to amend the SEQR resolution passed at the June 29, 2026, Town Board meeting and adopt the following:

Fuel Dispensing Facility & Salt Storage Facility Design
SEQR TYPE II DETERMINATION

Whereas, the Town of West Seneca Town Board (the "Board") has considered the impacts to the

environment for the Fuel Dispensing Facility and Salt Storage Facility Design consisting of replacement of the existing underground fuel storage tank and fuel station with a new above ground fuel storage tank and fuel dispensing system. Additionally, the construction of a new salt storage building. The salt storage structure is expected to be approximately 72' x 100' in size and utilize pre-engineered steel truss structure with fabric roof and 9-foot-high precast concrete perimeter walls and the restoration of all surfaces disturbed due to construction.

Whereas, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in the subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law.

Whereas, the Board has reviewed the Scope of Work set forth above as the Proposed Action, and has further consulted with its Engineer with respect to the potential for environmental impacts resulting from the Proposed Action,

Resolved, that the Town of West Seneca hereby determines that the proposed Fuel Dispensing Facility and Salt Storage Facility Design located in the Town of West Seneca is considered a Type II action in accordance with the following: 6 NYCRR Section 617.5 (c) (2) which constitutes the:

(2) "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in the section 617.4 of this Part;"

Therefore, Be It Resolved, by the Board as follows:

1. The Proposed Actions, individually and cumulatively, do not constitute substantial changes to the existing facilities or infrastructure, and, therefore, do not exceed the thresholds for a Type II Action established under 6 NYCRR Part 617.

2. The Board hereby determines the Proposed Action is a Type II action in accordance with SEQRA regulations.

3. And is therefore not subject to further review under 6 NYCRR Part 617.

Ayes: 4

Noes: 0

Abstain: 0

Motion Carried

LEGAL NOTICES

1. Town Clerk Newton re Proofs of Publication and posting of legal notice "OF A PUBLIC HEARING TO CONSIDER A REQUEST TO REZONE PROPERTY LOCATED AT 1475 ORCHARD PARK ROAD, CHANGING ITS CLASSIFICATION FROM R-75 TO C-2 TO PERMIT A SEWING SHOP IN THE EXISTING CHURCH BUILDING" in the Town of West Seneca. ([Documents](#))

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to open the public hearing.

Ayes: 4

Noes: 0

Abstain: 0

Motion Carried

Attorney Ralph Lorigo appeared on behalf of the applicant, Held Development & Properties LLC, and provided the following information:

- The request is to rezone a portion of the property from Residential to C-2 to allow for a custom sewing shop in 3 rooms in the rear building
- Sew custom fire-resistant panels for golf carts
- Approximately 4 - 8 employees
- Hours of operation would be Monday - Friday from 7:00 A.M. to 3:30 P.M.
- The church has a 15-year lease to occupy the church building and certain rooms in the rear of the building and will only operate one hour each Sunday
- There are 4 bathrooms, concrete block walls, and an existing parking lot

Councilmember Sherman asked what the current time frame for the lease is. Mr. Lorigo stated the lease began in February 2025.

Code Enforcement Officer stated that the applicant appeared before the Planning Board and neighbors were notified. The area to the north was recently approved for a town house development. No SEQR is required. Supervisor Dickson stated the request is not for the property that will be used for the town houses. Mr. Schieber confirmed this was correct.

No public comments were received.

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to close the public hearing.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to approve the request to rezone property located at 1475 Orchard Park Road and change its classification from R-75 to C-2 to permit a sewing shop in the existing church building in the Town of West Seneca.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

2. Town Clerk Newton re Proofs of Publication and posting of legal notice "OF A PUBLIC HEARING TO CONSIDER A REQUEST FOR A SPECIAL PERMIT FOR PROPERTY LOCATED AT 5700 SENECA STREET FOR THE SERVICE OF ALCOHOL AND OUTDOOR MINI GOLF" in the Town of West Seneca. ([Documents](#))

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to open the public hearing.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Senior Architect Danielle Johnson of Crafted Concepts appeared for the applicant, 5700 Seneca Street LLC/Carter Development Group, and provided the following information:

- Requesting a special use permit for a mini golf course and the sale of alcohol
- 3 existing apartments on the second floor
- Proposing 3 golf simulators, a bar area, and a catering kitchen
- Owner also operates a business, The Bank Shot, in East Aurora with golf simulators

- One of the components of the special permits would allow for the sale of alcohol
- While alcohol service would be open to the public, they anticipate that the primary customers would be patrons of the golf simulators
- Hours of operation will fluctuate seasonally, but will not be longer than 9 A.M. - 11 P.M.
- Requesting a special permit for a 9-hole mini-golf course outside the building
- The Transit Road entrance will be closed off and will work with NYSDOT
- Fences will be installed on the east and west sides of the course as well as ball nets on the west side
- Storm water management will be controlled with drain lines from the holes and bunkers to the existing drainage in the parking lot and there will be no stormwater runoff to adjacent properties
- existing overhead lighting will remain, and additional lower level lighting may be added if the mini-golf area operates after dark and be dark-sky compliant
- The building footprint and exterior materials will remain unchanged
- Believe the project will support local economic development while providing family-oriented entertainment

Code Enforcement Officer Schieber stated the applicant appeared before the Planning Board and neighbors were notified. The applicant made the same presentation and confirmed there is sufficient parking, including designated parking spaces for the apartments. The fence issue is being addressed with the neighbor on the north, a commercial greenhouse, to determine if a fence is preferred, noting it is not required. The fencing along Transit Road will match the existing fencing around the patio, noting it would protect the customers from cars and protect cars from golf balls. The plans have been reviewed and approved by the Town Engineer. A special permit was previously granted for the 3 apartments and the town requires a special permit for the service of alcohol at bars and restaurants. Additionally, the mini-golf course is unique and requires a special permit.

Supervisor Dickson asked if Flappy's, the previous business at this location, also has a special permit for alcohol. Mr. Schieber stated they did and noted that if the business is closed for more than 1 year, the special permit expires and a new one must be applied for.

Councilmember Breidenstein asked if the curb cut on Transit Road would be removed, or would it remain and fencing added. Ms. Johnson stated this would be determined by NYSDOT.

No public comments were received.

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to close the public hearing.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to approve the request for a special permit for property located at 5700 Seneca Street for the service of alcohol and outdoor mini golf in the Town of West Seneca.

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 public comments were received:

Kylie, Manhasset Street:

- Questioned why the Town Board will not fill the vacancy and referred to previous statements about the importance of filling the initial vacancy

Beverly Leising, Harwood Road:

- Expressed displeasure that the current Town Board vacancy will not be filled

Supervisor Dickson stated there are only 3 months until the election, and the winner will take the seat immediately.

NEW BUSINESS

1. PERSONNEL

1. Supervisor Dickson re Resignation of Councilman Marc D. Priore

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to accept the resignation of Councilman Marc D. Priore effective July 10, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

2. Deputy Supervisor Greenan re Creation of "Chief Personnel Clerk" position

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to create the position "Chief Personnel Clerk", 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

3. Town Clerk Newton re Appointment of Marcia Donner as Senior Clerk Typist

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to appoint Marcia Donner as a full time Senior Clerk Typist effective July 14, 2026, at Group 3 Step 1 \$44,902.90 of the White Collar contract to be paid from budget line 01141000.50137.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

4. Highway Superintendent Adams re Appointment of David Castro as part-time seasonal Building and Grounds Laborer

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to appoint David Castro as a part-time seasonal Laborer in the Building and Grounds Department effective July 14, 2026, at a rate of \$16.00 per hour contingent upon completion of paperwork and to be paid from the Building & Grounds part-time account line 001-7110-0149-0000-0000.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

5. Highway Superintendent Adams re Status change of part-time employees

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to change the status of the following employees from part-time to part-time seasonal, noting the hourly rate of pay will remain \$17.00 for part-time Sanitation employees and \$16.00 for part-time Buildings and Grounds employees:

Sanitation

Matthew Bauer
Matthew Beehler
Christopher Buttino
Max Clifford
Caleb Derfert
Brandon Evans
Richard Hochstine
Jayden John
Bryce Moonan
Alexander Murphy
Spencer Przybyla
Conner Reidy
Joseph Rozmus
Nicholas Russell
Michael Zatlukal

Buildings & Grounds

Michael Fleming
Connor Malota
Michael Marinaro
Brendan Martin
Matthew Northem
Alan Parker
Alexander Pawlik
Timothy Purtill
Richard Szymanski
Michael Thomasulo
Charles Volkenner
Paul Zimmerman

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

6. Chief Cosgrove re Retirement of Police Lieutenant David Wright

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to accept the retirement of Police Lieutenant David Wright effective July 12, 2026, noting his last day on the payroll will be July 11, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

7. Chief Cosgrove re Appointment of Police Officers

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to appoint the following as Police Officers at the training rate of \$29.80 per hour effective July 21, 2026, noting these appointments are contingent upon successful completion of pre-employment requirements:

Cameron Cswaykus
Tyler French
Alyssa Kelleher
Joshua McTigue

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

8. Chief Cosgrove re Resignation of Jacob Doyle as a part-time Public Safety Dispatcher

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to accept the resignation of Jacob Doyle as a part-time Public Safety Dispatcher, effective July 12, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

9. Chief Cosgrove re Appointment of Hannah Boltz and Joseph Evans as part-time Public Safety Dispatchers

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to appoint Hannah Boltz and Joseph Evans as part-time Public Safety Dispatchers effective July 14, 2026, at the rate of \$22.25 per hour to be paid from budget line 01312000.50148.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

10. Chief Cosgrove re Appointment of Raymond Fischer as a part-time Court Security Officer

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to appoint Raymond Fischer as a part-time Court Security Officer, effective July 14, 2026, at the rate of \$25.50 per hour to be paid from account line 0131.2000.0142.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

11. Director of Senior Services re Resignation of Matthew Fincel as part-time Clerk Typist

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to accept the resignation of Matthew Fincel from the part-time Clerk Typist position effective July 13, 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

12. Director of Senior Services re Appointment of Matthew Fincel as Principal Clerk Typist

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to appoint Matthew Fincel as a full-time Principal Clerk Typist (HELPS) effective July 14, 2026, at an annual salary of \$52,335.07 to be paid from budget line 01762000.50137.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

13. Director of Recreation Cox re Promotion and title change for Recreation Department employees

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to promote and change the title of the following employees from Recreation Aid to Lifeguard at the pay rate listed below.

Delaney Banks- \$18.50 per hour
Avery Jurek- \$18.50 per hour
Connor Cox- \$18.00 per hour
Oliver Dana- \$18.00 per hour
Macen Fontana- \$18.00 per hour
Owen Jaworski- \$18.00 per hour
Anthony Arrigo- \$18.00 per hour
Jordan Lindsay- \$18.00 per hour
Quinn Mcnerney- \$18.00 per hour
Nicholas Sobczyk- \$18.00 per hour
Olivia Stalker- \$18.00 per hour

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

2. ANNOUNCEMENTS

1. Councilmember Robertson re Resignations of Environmental Commission members

Motion by Councilmember Robertson, seconded by Councilmember Sherman, to accept the resignation of Brittany Hernon effective June 30, 2026, leaving a member opening for an unexpired term ending December 31, 2027, and further, accept the resignation of Charles Tuberdye effective June 30, 2026, leaving an opening for a Youth Member with an unexpired term ending December 31, 2027.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

3. PRESENTATIONS

1. Town Engineer re Phase 10 and Orchard Park Road Sanitary Sewer Improvements Presentation

David Hardenbrook, PE, with CPL made a presentation about the Phase 10 and Orchard Park Road Sanitary Sewer Improvements proposal:

- Lining sewers and rehabilitating manholes in the remaining Phase 9 and Phase 10 areas will not achieve zero overflows
- Proposed project:
 - install approximately 6,360 linear feet of 15", 18", 21" and 24" SDR-35 PVC sanitary sewer main

including manholes and sanitary laterals by open cut method along Orchard Park Road from the 36" trunk sewer to approximately East & West Road

- spot repairs and rehabilitation, as necessary, within the Phase 10 area (FM-9 and FM-12)
- lateral lining within FM-2 area (Covington Drive)
- Estimated total cost \$11,304,000.00
- Annual cost per dwelling unit and be lowered by WQIP and WIIA grant funds
- NYSDOT has a project planned for Orchard Park Road in 2028 and the town will need to upsize the sewer before this
- Recommended next steps:
 - apply for WQIP grant
 - adopt a Type II SEQR resolution
 - adopt a WQIP authorizing resolution
 - advance the engineering design immediately

Supervisor Dickson stated the town must eliminate the overflows and commented that taking advantage of the NYSDOT reconstruction of Orchard Park Road could save the town money. The motions at this meeting allow the town to apply for the grant. Councilmember Sherman questioned if the town is committed to go through with the project if the grant is awarded to West Seneca. Mr. Hardenbrook stated the town would need a further resolution to move forward.

Councilmember Breidenstein asked when the grant was open to apply. Mr. Hardenbrook stated grants are announced randomly and believes this one was announced at the beginning of June. Councilmember Breidenstein stated that while he is hopeful that the NYSDOT project along Orchard Park Road would favor West Seneca's chances of receiving the grant, how much the engineering designs and permitting cost. Mr. Hardenbrook stated the engineering costs would be \$960,000. Councilmember Breidenstein asked when the grant would be awarded. Mr. Hardenbrook stated in December.

Councilmember Robertson asked if NYS would be correcting the stormwater drainage as part of their project and if there would be an opportunity for the town to piggyback on this project. Mr. Hardenbrook stated that it is likely NYSDOT would correct drainage and does not think the town could piggyback on the project.

Councilmember Sherman asked if we did not receive the grant, would the town have to decide about funding the project. Mr. Hardenbrook stated the town would need to decide how to proceed. Councilmember Sherman asked how the \$6M amount was determined. Mr. Hardenbrook stated recent projects are used to estimate the costs and commented that the grant funds would only cover construction costs.

4. COMMUNICATIONS TO BE VOTED ON

1. Councilmember Breidenstein re Facility Naming and Dedication Policy

Councilmember Breidenstein requested that the item be held until the next meeting.

2. Town Engineer re WQIP Grant Resolution

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to adopt the following Type II SEQR determination:

Whereas, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in the subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law.

Resolved, that the Town of West Seneca hereby determines that the proposed Phase 10 and Orchard Park Road Sanitary Sewer Improvements is a Type II action in accordance with the following: NYCRR Section 617.5 (c) which constitutes the:

(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in the section 617.4 of this Part;"

And is therefore not subject to further review under 6 NYCRR Part 617.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to adopt the following authorizing resolution:

WHEREAS, the Town of West Seneca, after thorough consideration of the various aspects of the problem and review of available data, has hereby determined that certain work, as described in its Phase 10 & Orchard Park Road Sanitary Sewer Improvements certified engineering report, to address the repair and maintenance of the Town's Sanitary Sewer System, herein called the "Project", is desirable, is in the public interest, and is required in order to implement the Project and address said compliance requirements; and

WHEREAS, the New York State Department of Environmental Conservation (NYSDEC) authorizes State assistance to municipalities for water quality improvement projects by means of a contract, and the Town of West Seneca deems it to be in the public interest and benefit to enter into a contract therewith.

NOW, THEREFORE, BE IT RESOLVED BY the West Seneca Town Board, that:

1. Supervisor Gary Dickson, or his representative or successor in office, is the representative authorized to act on behalf of the West Seneca Town Board in all matters related to State assistance under the NYSDEC and/or any applicable State grant provisions.
2. Supervisor Gary Dickson, or his representative, is authorized to make application for 2026 WQIP funding in the amount of \$6,745,987.50, to execute the State Assistance Contract, sign and submit Project documentation, and otherwise act on behalf of the West Seneca Town Board in all matters related to the Project and to State assistance;
3. The Town of West Seneca Town Board agrees to fund its portion of the construction cost of the Project, estimated amount of \$2,248,662.50, in addition to \$2,309,350 in project soft costs deemed

ineligible by the WQIP program, for a total match of \$4,558,012.50 by way of a General Obligation Bond or a series of Bond Anticipation Notes financed over a period of five or more years as well as a contribution from the Town's capital reserves account, and that funds will be made available to initiate the Project efforts within 12 months of written approval of its application by the New York State Department of Environmental Conservation;

4. The one certified copy of this Resolution be prepared and will accompany the 2026 WQIP grant application; and

5. This Resolution takes effect immediately.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

3. Director of Finance re 2025 budget amendment - Highway State Aid

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to authorize the following 2025 budget amendment for 2025 Highway State Aid:

WHEREAS, Consolidated Highway Improvement Project (CHIPS), EWR, PAVENY and Pave Our Potholes (POP) grant revenue was not originally budgeted for during the 2025 budget process;

WHEREAS, the Town received the four aforementioned grants from the Department of Transportation for the 2025 fiscal year in the amounts of \$159,006.05, \$90,613.47, \$82,983.14 and \$55,606.05, respectively;

WHEREAS, the cash received from these grants will be recognized as revenue in the Highway Fund;

NOW, THEREFORE, be it

RESOLVED, that the Town Board does hereby authorize the attached 2024 budget amendment to account for the receipt of 2024 Consolidated Highway Improvement Project (CHIPS), EWR, PAVENY and Pave Our Potholes (POP) grant funding received:

Increase:

02000200.43501 State Aid – Chips \$159,006.05
02000200.43502 State Aid – EWR \$ 90,613.47
02000200.43503 State Aid – Pave NY \$ 82,983.14
02000200.43504 State Aid – POP \$ 55,606.05
02511000.50490 Blacktop Paving – Pave-NY \$ 82,983.14
02511000.50491 Blacktop Paving – EWR \$ 90,613.47
02511000.50494 Blacktop Paving – POP \$ 55,606.05
02511200.50201 CHIPS Program Expenditures \$159,006.05

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

4. Director of Finance re 2026 budget transfer - Town Clerk

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to approve the following 2026 budget transfer:

RESOLVED, that the Town of West Seneca Board authorizes the following 2026 budget transfer for an adjustment to 01141000.50406 Town Clerk Memberships and Dues from 01141000.50414 Town Clerk Continuing Education, Training

Increase	
\$35.00	01141000.50406 Town Clerk Membership Dues
\$35.00	Total Increases

Decrease	
\$35.00	01141000.50414 Town Clerk Continuing Education
\$35.00	Total Decreases

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

5. 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: \$ 193,993.32
Highway Fund: \$ 58,532.46
Capital Fund: \$ 286,699.02
Trust & Agency Fund: \$0
Sewer Districts: \$ 2,806,976.46
Water Districts: \$ 1,846.79
Drainage District: \$ 0.00
Gas Conversion Lighting Districts: \$ 68.83
Electric Lighting Districts: \$ 1,421.06

Total: \$ 3,349,537.94

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

6. REPORTS FOR FILING

1. Town Clerk Newton re Town Clerk report for June 2026

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to receive and file the Town Clerk report for June 2026.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

2. Code Enforcement re Building & Plumbing reports for June 2026

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to receive and file the Building and Plumbing reports for June 2026.

Ayes: 4

Noes: 0

Abstain: 0

Motion Carried

ISSUES OF THE PUBLIC

The following comments and questions were received:

Susan Kims, Covington Drive:

- Will all the laterals on Covington Drive be lined - Mr. Hardenbrook stated he may have misspoke, and he meant the lateral lining within FM-2 area around the Covington Drive area.

Beverly Leising, Harwood Road:

- Who will be paying for the proposed work, only districts 5 and 13 - Mr. Hardenbrook stated the households within the district would pay the costs annually for 30 years.
- West Seneca Cares will be receiving a donation from Erie County that will benefit all residents in the 4 nursing homes in the amount of \$625 per facility.
- Reminded the Town Board members of their civic duties

Kylie, Manhasset Street:

- Questioned again why the Town Board vacancy will not be filled
- What is the status of the beekeeping review

Supervisor Dickson stated the question about the vacancy has been answered.

Supervisor Dickson referred to the costs associated with the sewer districts and stated NYS law dictates the process.

COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

Director of Recreation Cox

- Reminded all of the movie nights in the park
- 3 parks are staffed for sports and activities
- A surprise pool audit was conducted by Ellis and Associates this past Friday, the auditors spent 6.5 hours evaluating the lifeguards and each category was marked as meets or exceeds expectations, the medical care and patient treatment was noted as exceptional
- A record number of memberships to the pool have been sold, with 92% being West Seneca residents

Chief Cosgrove

- Congratulated David Wright on his retirement and thanked the Town Board for appointing replacements for all of the retirees
- Welcomed the new Court Security Officer

Councilmember Robertson

- Congratulated the Recreation Department on their success
- Congratulated the new hires
- Witnessed a robbery in the driveway 3 doors down from his house on the evening of July 3rd and reminded all to stay vigilant and lock your cars and houses

Chief Cosgrove stated this is a common incident and, unfortunately, many of the vehicles are unlocked and have the keys or fobs inside.

Supervisor Dickson

- The PBA Picnic, Community Days, Queen of Heaven Carnival, and Kiwanis Craft Show were great events
- Spoke of the "gentlemen's agreement" and reminded all that political lawn signs should not be on lawns prior to 30 days before an election

Councilmember Sherman

- Also congratulated the new employees
- The Recreation Department started a Walking Club Monday - Friday at 8 A.M. at the Soccer Complex and spoke about community connections that can be made

Councilmember Breidenstein

- Also congratulated the retirees and new hires
- Thanked the 2 businesses that have invested in the town
- Has received concerns about utilities and reminded residents to contact the utility companies directly
- Thanked the first responders who were on duty during the many recent events that Supervisor Dickson mentioned
- Working with Chief Cosgrove about neighborhood watch programs

Town Attorney Trapp

- Requested an executive session regarding Queens Landing litigation

Town Clerk Newton

- Participated as a judge for the chalk drawing event and recognized Director of Recreation Cox for his efforts and requested an adult category next year

EXECUTIVE SESSION

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to enter into executive session at 7:32 P.M to allow Town Attorney Trapp to discuss pending litigation, Queens Landing versus the Town of West Seneca.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to exit executive session and return to the open meeting at 7:46 P.M.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

ADJOURNMENT

Motion by Supervisor Dickson, seconded by Councilmember Robertson, to adjourn the meeting at 7:46 P.M.

Ayes: 4 Noes: 0 Abstain: 0 Motion Carried

**WEST SENECA COURT ROOM
1250 Union Road
West Seneca, NY 14224**

**TOWN BOARD
Minutes Meeting # 2026-13
July 13, 2026**

NEW POSITION DUTIES STATEMENT

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

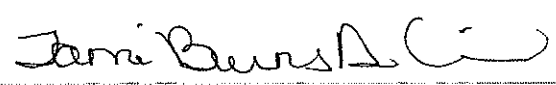
Date 7/9/2026From: Town of West Seneca☐ County Dept☒ Town☐ Special Dist.☐ Village

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: 7/9/2026 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: Chief Personnel Clerk		
Date: 7/9/2026 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.

CHIEF PERSONNEL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in a variety of personnel and benefit administration duties. Under the general supervision of a higher ranking department employee, an incumbent in this class is responsible for the specialized personnel and benefits work within the assigned department. The work may involve providing technical assistance related to the overall assessment of departmental operating procedures. Although work is generally performed according to established procedures, independent judgment and action is often required. Direct supervision may be exercised over other employees. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Processes or oversees the processing of benefit and/or personnel transactions within the department, such as insurance enrollment, appointments, promotions, transfers, reinstatement, leaves with and without pay, resignations, salary changes, increments and longevities, probation reports;
Prepares and maintains departmental employee records;
Supervises and trains lower level staff related to personnel and/or benefit matters;
Oversees the development and implementation of benefit communication materials, including legally required notices and informational employee presentations;
Analyzes operating problems related to personnel or benefit issues, assembles pertinent facts, develops alternative recommendations that aids in the final decision and presents these data in oral and/or written manner;
Works with Senior Staff in establishing and revising policies, practices and procedures related to personnel or benefit work;
Facilitates the planning and implementation of new initiatives and systems;
Assigns and reviews the work of subordinates for accuracy, effectiveness and correctness;
Works cooperatively with the County Personnel Office interpreting and applying personnel and New York State Civil Service Rules;
Acts as information clerk where a general knowledge of personnel and benefit questions are needed;
Processes Health Benefits transactions including COBRA;
Processes Worker's Compensation claims, and initiates safety recommendations to minimize Workers Compensation claims, which may include participation on PESH committee;
Processes reasonable accommodation and FMLA;
May contact physician's offices regarding medical documentation pertaining to assigned duties;
Processes unemployment benefits claims and may represent the employer at hearings;
Works cooperatively with other department personnel and other County Departments (including, but not limited to Labor Relations, Department of Law and Personnel Department) interpreting and applying rules and policies relating to the Health Benefits Worker's Compensation Benefits, Unemployment Benefits, Safety and other Human Resources Programs;
Prepares Federal and State mandated reports related to personnel and/or benefit matters at scheduled periods throughout the year;
Prepares relevant data for collective bargaining negotiations;
Attends collective bargaining negotiations as required;
Attends meetings on HR topics as required;
Interprets Union contract provisions related to personnel/employee relations or benefit matters and prepares reports as required;
Supports promotion of employee wellness and EAP programs and assist in those areas as may be required;
Coordinates retiree outreach efforts, such as obtaining contact information, or sending newsletter updates;
May assist in RFP process for HR by recommending criteria for proposals as it pertains to responsible areas and researching vendors;
Performs internal investigations as need may arise for employee relations matters, draft supporting documentation and make recommendations to management;
Administers administrative/rank advancement process per Union contracts;

Continued.....

CHIEF PERSONNEL CLERK (continued....)

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TYPICAL WORK ACTIVITIES: (continued)

Proactively updates existing employee information on an annual basis, which may include routine updates of annual policy sign-offs;

May participate in the budgetary process and administration;

Prepares and submits various departmental reports on a regular basis in a timely matter;

Carries out special assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough and comprehensive knowledge of the principles, practices and techniques of human resources with emphasis on employee benefits;

Good knowledge of personnel policies, collective bargaining agreements, applicable Federal and State labor and employment laws, and the New York State Civil Service Law;

Ability to exercise independent judgment to solve problems, set priorities, and recommend solutions with minimal direction or guidance;

Ability to prepare correspondence dealing with the employment or benefit processes;

Ability to train subordinate personnel;

Ability to prepare written and oral presentations;

Ability to manage multiple tasks and work well under pressure with varying time constraints and excellent organizational skills;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships with a diverse constituency;

Ability to utilize a variety of electronic software applications;

Capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree at a regionally accredited or New York State registered college or university with coursework in Business, Human Resources, or a related field and three (3) years of office experience, including two (2) years of senior-level clerical or administrative experience in personnel, benefits, or general human resources experience; or
- B) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university with coursework in Business, Human Resources, or a related field, and five (5) years of office experience, including four (4) years of senior-level clerical or administrative experience in personnel, benefits, or general human resources experience; or
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of office experience, including six (6) years of senior-level clerical or administrative experience in personnel, benefits, or general human resources experience.