

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

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 Sherman, to accept the agenda as published with the following two changes: The Police Department Presentation will be moved to the top of the agenda and a walk-on item is being added, the creation of Buildings Maintenance Mechanic under Personnel items.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

Supervisor Dickson stated the two local laws will be held for the next meeting due to Councilmember Robertson's absence.

MINUTES TO BE APPROVED

1. Town Clerk Newton re Meeting Minutes 2026-09 of May 11, 2026

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to approve Meeting Minutes 2026-09 of May 11, 2026.

Ayes: 3 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.
2. 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 2026-3 MODIFICATION OF CHAPTER 12-20.8 OUTDOOR ENTERTAINMENT" in the Town of West Seneca.

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

Beverly Leising, Harwood Road:

- Questioned how the Public Service Commission can raise utility rates by 25%
- In her opinion, the Town Board should have reminded all about the school budget vote
- West Seneca Cares received a donation via PayPal and thanked the donor
- Is the recycling plan changing in July - Highway Superintendent Adams stated the town is continuing with the current Modern contract.
- In her opinion, the town should do more to promote the Town of West Seneca and suggested a "Where are they now?" on the website - Chief Cosgrove stated he will be on Channel 4 news on June 3rd. The Police Department is donating 75 bicycles to children in need with Hope Rises.

Deputy Supervisor Greenan read the following comments from Facebook:

- Asked elected officials to act in the best interest of their constituents
- Why is the town pursuing a grant for a playground that is constantly vandalized
- Is there an update on Cedar Ridge Drive water pressure issues - Supervisor Dickson stated the Town Engineer is communicating with ECWA.
- When is the abandoned house on Schultz Road going to be demolished - Supervisor Dickson stated the Code Enforcement Office is communicating with the property owner.
- Whose decision was it to fly the flag in that condition on Memorial Day - Highway Superintendent Adams stated he would follow up with the Buildings and Grounds Crew regarding this claim.

NEW BUSINESS

1. PERSONNEL

1. Deputy Supervisor Greenan re Creation of Position - "Recreation Aide (PT)"

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to create the position "Recreation Aide (PT)" and authorize the Director of Human Resources to submit the attached PO17 to Erie County Personnel.

Ayes: 3	Noes: 0	Abstain: 0	Motion Carried *Appendices*
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2. Highway Superintendent Adams re Appointment of Spencer Przybyla as a part-time Sanitation Department Laborer

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to appoint Spencer Przybyla as a part-time Laborer in the Sanitation Department effective May 29, 2026, at a rate of \$17.00 per hour contingent upon completion of paperwork, to be paid from the Sanitation part-time account line 001-8160-0149-0000-0000.

Ayes: 3	Noes: 0	Abstain: 0	Motion Carried
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3. Highway Superintendent Adams re Appointment of Aaron Sandal as a part-time Building &

Grounds Department Laborer

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to appoint Aaron Sandal as a part-time Laborer in the Building & Grounds Department effective May 29, 2026, at a rate of \$16.00 per hour contingent upon completion of paperwork to be paid from the Building & Grounds part-time account line 001-7110-0149-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

4. Highway Superintendent Adams re Appointment of Michael Fleming as a part-time Building & Grounds Department Laborer

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to appoint Michael Fleming as a part-time Laborer in the Building & Grounds Department effective May 29, 2026, at a rate of \$16.00 per hour contingent upon completion of paperwork to be paid from the Building & Grounds part-time account line 001-7110-0149-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

5. Highway Superintendent Adams re Title change of Timothy John to Highway Heavy Motor Equipment Operator

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to promote and change the title of Timothy John from a Highway Motor Equipment Operator to a Highway Heavy Motor Equipment Operator Group 5, Step 5 at a rate of \$36.77 per hour, effective May 25, 2026, as per the Blue Collar Contract to be paid from the Highway full time account line 002-5110-0144-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

6. Highway Superintendent Adams re Title change of Carl Radtke to Highway Auto Mechanic

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to change the title of Carl Radtke from a Highway Motor Equipment Operator to a Highway Auto Mechanic Group 5, Step 5 at the same rate of \$36.77 per hour, effective May 25, 2026, as per the Blue Collar Contract to be paid from the Highway Mechanic full time account line 002-5130-0116-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

Walk On Item

Deputy Supervisor Greenan re Creation of Position - "Buildings Maintenance Mechanic"

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to create the position "Buildings Maintenance Mechanic" and authorize the Director of Human Resources to submit the attached PO17 to Erie County Personnel.

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

7. Highway Superintendent Adams re Title change of Kevin Farrell to Facility Maintenance Coordinator

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to promote and change the title of Kevin Farrell from a Highway Motor Equipment Operator to a Buildings Maintenance Mechanic Group 6, Step 5 at a rate of \$38.54 per hour, effective May 25, 2026, as per the Blue Collar Contract to be paid from the Highway full time account line 002-5110-0144-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

8. Highway Superintendent Adams re Title change of Nicholas Gugliuizza to Facility Maintenance Coordinator

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to promote and change the title of Nicholas Gugliuizza from a Highway Auto Mechanic to a Buildings Maintenance Mechanic Group 6, Step 9, at a rate of \$38.54 per hour, effective May 25, 2026, per the Blue Collar Contract to be paid from the Highway full time account line 002-5110-0144-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

9. Highway Superintendent Adams re Title change of Adam Karczyk to Highway Motor Equipment Operator

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to promote and change the title of Adam Karczyk from a Highway Laborer to a Highway Motor Equipment Operator Group 2, Step 8, at a rate of \$34.28 per hour, effective May 25, 2026, as per the Blue Collar Contract to be paid from the Highway full time account line 002-5110-0144-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

10. Highway Superintendent Adams re Title change of Kevin O'Shaughnessy to Highway Motor Equipment Operator

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to promote and change the title of Kevin O'Shaughnessy from a Highway Laborer to a Highway Motor Equipment Operator Group 2, Step 8, at a rate of \$34.28 per hour, effective May 25, 2026, as per the Blue Collar Contract to be paid from the Highway full time account line 002-5110-0144-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

11. Highway Superintendent Adams re Title change of Eric Anderson to Highway Motor Equipment Operator

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to promote and change the title of Eric Anderson from a Highway Laborer to a Highway Motor Equipment Operator Group 2, Step 8, at a rate of \$34.28 per hour, effective May 25, 2026, as per the Blue Collar Contract to be paid from the Highway full time account line 002-5110-0144-0000-0000.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

12. Chief Cosgrove re Resignation of Nolan Boltz as part-time Public Safety Dispatcher

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to accept the resignation

of Nolan Boltz as part-time Public Safety Dispatcher, effective May 15, 2026.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

13. Director of Senior Services re Resignation of Patti Wade as part-time Clerk

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to accept the resignation of Patti Wade as part-time seasonal Clerk effective June 1, 2026.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

14. Director of Senior Services re Appointment of Nancy Kilger as a part-time Clerk Typist

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to appoint Nancy Kilger as a part-time Clerk Typist effective May 29, 2026, at the rate of \$16 per hour to be paid from budget line 01762000.50138.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

15. Director of Senior Services re Status change of part-time seasonal Clerk Typist Matthew Fincel

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to change the status of part-time Clerk Typist Matthew Fincel from part-time seasonal to part-time permanent effective June 1, 2026.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

16. Director of Recreation Cox re Appointment of part-time seasonal employees

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to appoint the following part-time Recreation Department employees with seasonal status at the rates of pay as listed, effective June 1, 2026:

Recreation Leaders

Tess Smith- \$22.00 per hour

Emma Brodzik- \$22.00 per hour

Recreation Attendants

Alex Attia- \$17.50 per hour

Samantha Kaufman- \$18.50 per hour

Heidi Becker- \$17.00 per hour

Jayden Dains- \$17.00 per hour

Adelyn Louth- \$17.00 per hour

Riley Blake- \$17.00 per hour

Mara McCrea- \$17.50 per hour

Meghan Blake- \$18.50 per hour

Recreation Aid

Owen Milley- \$16.00

Lifeguards

Brendan Carroll- \$18.50 per hour

Avery Jurek- \$18.50 per hour

Hagen Leuthe- \$18.50 per hour

Ayes: 3

Noes: 0

Abstain: 0

Motion Carried

2. PRESENTATIONS

1. Chief Cosgrove re Presentation of Police Departmental Awards

Chief Cosgrove recognized the following Police Department personnel and members of the public for their outstanding and exceptional accomplishments from 2025.

Lt. Greg Warner - Dept. Letter of Commendation

Det. Lt. Mike Bowen - Dept. Letter of Commendation

Det. Dan Foster - Dept. Letter of Commendation

Det. Kevin Carr - Dept. Letter of Commendation

Det. Dave Quick - Dept. Letter of Commendation

Det. Anthony Ferrucci - Dept. Letter of Commendation

Lt. Dave Steinwandel - Dept. Letter of Commendation w/pin

Officer Mike Kowalski - Dept. Letter of Commendation w/pin

Officer Kevin Horvath - Life Saving Award

Officer Josh Biasillo - Life Saving Award

PSD Jeff Locher - Dept. Letter of Commendation

Lt. Mike Kocieniewski - Dept. Letter of Commendation w/pin

Officer Mark Partridge - Dept. Letter of Commendation w/pin

CNT Officer Paul Daley - Dept. Letter of Commendation w/pin

PSD Rick Galli - Dept. Letter of Commendation

PSD Abbigale Zack - Dept. Letter of Commendation

Joelle Galante, Jenna Paome, and Savannah Haner - Citizen of the Year Award

Lou Susabach - Chief's Award

3. COMMUNICATIONS TO BE VOTED ON

1. Town Engineer re Playground improvements at Harlem Road Park

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to adopt the following resolution with regards to playground improvements at Harlem Road Park:

Whereas, the Town of West Seneca Town Board (the "Board") has considered the impacts to the environment for installing new playground equipment at the Harlem Road Park.

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 playground improvements at the Harlem Road Park are 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: 3 Noes: 0 Abstain: 0 Motion Carried

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to adopt the attached resolution authorizing the grant application for 2026 NY Plays Grant Initiative.

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

Supervisor Dickson stated that despite the occasional vandalism at the park that it is worthy of upgrade and maintenance.

2. Highway Superintendent Adams re Attendance at Highway School 2026

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to authorize the Highway Superintendent and Deputy Highway Superintendent, Nicholas Gugliuzza to attend the 2026 Highway School from June 1 - 3, 2026, at Ithaca College, Ithaca, NY, at a cost not to exceed \$1,200.00 to be paid from continuing education line 01501000.50414.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

3. Chief Cosgrove re Attendance at Colonel Henry F. Williams International Homicide Seminar

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to authorize Detective Captain James Unger and Detective Anthony Ferrucci to attend the Colonel Henry F. Williams International Homicide Seminar from September 20 - 25, 2026, in Albany, New York at a cost not to exceed \$2,800.00 to be paid from 2026 Police Training line 01312000.50459.

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

4. Chief Cosgrove re 2026 Budget amendment – Police Department

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to authorize the following 2026 budget amendment for the use of revenue from NYS Sheriff's Association proceeds awarded to the Police Department:

WHEREAS, the Town of West Seneca Police were reimbursed \$7,977.25 by the NYS Sheriff's Association for overtime costs incurred; and

WHEREAS, the payment was received from the NYS Sheriff's Association on May 5, 2026 in the amount of \$7,977.25 will be recognized as revenue in the General Fund as Other Public Safety Income, account 01000100.41589:

NOW, THEREFORE, be it

RESOLVED, that the Town Board does hereby authorize the 2026 budget amendment to increase Other Public Safety Income, account 01000100.41589 by \$7,977.25 for the receipt of proceeds. Police – Overtime, account 01312000.50199 will also be increased by \$7,977.25 for Overtime costs.

Increase:

01000100.41589	Other Public Safety Income	\$7,977.25
01312000.50199	Police – Overtime	\$7,977.25

Ayes: 3 Noes: 0 Abstain: 0 Motion Carried

5. Director of Finance re 2025 Budget amendment - Police Department

Motion by Supervisor Dickson, seconded by Councilmember Sherman, to authorize the following 2025 budget amendment for the recognition of revenue from the NYS DOJ Law Enforcement Technology Grant awarded to the Police Department:

WHEREAS, the Town of West Seneca Police Department received a Law Enforcement Technology Grant from the NYS DOJ in the amount of \$227,698; and

WHEREAS, the Town received these funds in June 2024 and they were recorded as deferred revenue in the General Fund; and

WHEREAS, during the 2025 fiscal year, the Police Department spent \$53,046.74 of these funds allowing the Town to recognize revenue from the grant for this amount in the General Fund as State Aid – Police, account 01000100.43490:

NOW, THEREFORE, be it

RESOLVED, that the Town Board does hereby authorize the 2025 budget amendment to increase State Aid – Police by \$53,046.74 for the recognition of revenue from the NYS DOJ Law Enforcement Technology Grant. Police – Equipment, account #01312000.50200 will also be increased by \$53,046.74 for the associated expenses on this grant.

Increase:

01000100.43490 State Aid – Police \$53,046.74

01312000.50200 Police Equipment \$53,046.74

Ayes: 3

Noes: 0

Abstain: 0

Motion Carried

6. Director of Finance re 2025 Budget amendment - Police Department

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to authorize the following 2025 budget amendment for the use of revenue from Erie County Legislator Lorigo grant awarded to the Police Department:

WHEREAS, the Town of West Seneca Police received a Local Grant from Erie County in the amount of \$14,724; and

WHEREAS, the payments received from this grant on May 1, 2025 and June 12, 2025 have been recognized as revenue in the General Fund as Other Public Safety Income, account 01000100.41589:

NOW, THEREFORE, be it

RESOLVED, that the Town Board does hereby authorize the 2025 budget amendment to increase Other Public Safety Income by \$14,724 for the receipt of the Local Erie County grant. Police – Equipment, account #01312000.50200 will also be increased by \$14,724 for the associated expenses on this grant.

Increase:

01000100.41589 Other Public Safety Income \$14,724.00

01312000.50200 Police – Equipment \$14,724.00

Ayes: 3

Noes: 0

Abstain: 0

Motion Carried

4. WARRANT

1. Director of Finance re Approval of Warrant

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

General Fund: \$ 302,260.33

Highway Fund: \$ 57,923.88

Capital Fund: \$ 27,869.57

Sewer Districts: \$ 10,970.83

Water Districts: \$ 0.00

Drainage District: \$ 0.00

Gas Conversion Lighting Districts: \$ 128.63

Electric Lighting Districts: \$ 8,657.98

Total: \$ 407,811.22

Ayes: 3

Noes: 0

Abstain: 0

Motion Carried

5. REPORTS FOR FILING

1. Town Engineer re Capital Project Report April 2026

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

Ayes: 3

Noes: 0

Abstain: 0

Motion Carried

ISSUES OF THE PUBLIC

Deputy Supervisor Greenan read the following comments from Facebook:

- Requested an explanation of the new veterans property tax exemption adopted today and will this be added to a future agenda - Supervisor Dickson stated the latest amendment to the law was just passed and the Town Assessor would provide more information after consulting with NYS. Local municipalities can opt in via a local law. The exemption is for veterans who are considered permanently and totally disabled as determined by the Veterans Administration. Councilmember Breidenstein stated that he encourages candidates for this exemption to contact the Assessor's Office while we await the end of the current legislative assembly on June 30th.
- Resident commented that "occasional" vandalism does not occur for 12 months and expressed safety concerns for her children

COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

Chief Cosgrove

- Thanked the Town Board for the opportunity to recognize the Police Department

Supervisor Dickson

- We have the best Police Department in NYS
- Thanked all who participated and attended the Memorial Day Parade and Ceremony
- Happy 100th Birthday to Marge Herkey
- The town would be happy to continue to acknowledge residents turning 100 years old

Councilmember Sherman

- Thanked Chief Cosgrove for the awards ceremony
- Is the rescheduled date for the Torch Run available - Chief Cosgrove stated the date is arranged with the Special Olympics and may not happen until August.

Councilmember Breidenstein

- Thanked Jim Manley and the Joint Veterans Committee for the Memorial Day Ceremony and veterans banners
- Thanked the volunteers for the Walkway Clean-up
- Thanked the Police Department and Safety Dispatchers
- Recognized the bipartisan effort of the Erie County Legislator who voted to allow 12 and 13-year olds to safely hunt with family members by overriding the County Executive's veto
- 50 planters are lining Union Road in the front of Town Hall and thanked all involved for the first step of the town wide beautification process

Town Engineer Foote

- Sanitary Sewer Phase 8 is ongoing and lining of the last stage should be completed by July 1st and replacement of a sagging portion on Willowdale will be performed later in the summer

Deputy Supervisor Greenan

- Opening Day of the Farmers Market was last week and turn out was very good

- The summer concerts generally start mid-June - Town Clerk Newton stated the concerts start in July and noted that there was a musician at the Market today.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Motion by Supervisor Dickson, seconded by Councilmember Breidenstein, to adjourn the meeting at 7:03 P.M.

Ayes: 3

Noes: 0

Abstain: 0

Motion Carried

NEW POSITION DUTIES STATEMENT

To:

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

Date 5/21/2026From: 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: 5/20/2026 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: Recreation Aide (PT)		
Date: 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.

RECREATION AIDE (PT)

Rev. 8/78
Erie County
T & V
Schools
Labor
WRB/a

DISTINGUISHING FEATURES OF THE CLASS: On a part-time basis, the work involves the performance of routine tasks in conjunction with the conduct of a recreation program or activity. This is beginning level work in the field of recreation. The work is performed under the direct supervision of a recreation employee of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the conduct of a program at a recreation center or physical facility;
Maintains and prepares recreation courts, fields, and facilities;
Assists with the officiating at athletic contests, maintaining order and enforcing rules and regulations;
Maintains records of attendance, activities, equipment, etc.;
Makes assignments for use of recreation courts and facilities;
Distributes and collects equipment;
Performs routine custodial and maintenance tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the organization and conducts of one or more types of recreational activities;
Ability to read and write English
Ability to keep records;
Ability to give and enforce instructions;
Ability to perform light manual labor;
Initiative;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Completion of grammar school.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.

NEW POSITION DUTIES STATEMENT

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

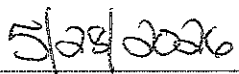
Date 5/28/2026From: Town of West Seneca☐ County Dept☒ Town☐ Special Dist.☐ Village

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: 5/28/2026 	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:		
Building Maintenance Mechanic - noncomp - (2)		
Date: 5/28/2026 	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.

BUILDING MAINTENANCE MECHANIC

Rev. 10/10
Erie County
Non-Comp.
JG: VII (VIII-ECMC)
CCL/ceb

DISTINGUISHING FEATURES OF THE CLASS: Performs one or more of the skilled trades on a journeyman level in the maintenance and repair of buildings, equipment, or facilities. Under the supervision of a foreman or department head, who assigns and inspects work for conformance with procedures and standards, is responsible for performing skilled work in one or more of the building or service trades. Performs general maintenance work when needed. Supervises and trains maintenance men and laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs skilled work in one or more of the building or service trades such as plumbing, carpentry, painting, plastering, masonry, electrical or machinist work;

Plans work; estimates materials and supplies required; may read blue prints to determine nature of work indicated; interprets diagrams, charts and specifications; requests supplies and equipment;

Climbs radio towers for repair operations;

Operates power equipment hand tools; testing equipment; maintains equipment and shop in good condition.

IF ASSIGNED TO EMERGENCY SERVICES:

Removes and installs mobile radios on all systems maintained by department;

Installs antennas and transmission lines on radio towers and associated buildings for department maintained systems;

Runs communications lines for base stations, sound systems, etc.;

Repairs and maintains fire base stations' generators and mobile generators;

Performs general maintenance on department's buildings (electrical, carpentry, plumbing, etc.);

Plans work, estimates materials and supplies needed for related jobs.

IF ASSIGNED TO THE HVAC FACILITY:

Servises and installs HVAC and refrigeration systems maintained by Department;

Performs general maintenance on Department's buildings' HVAC systems;

Plans work, estimates materials and supplies needed for related jobs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the tools, terminology, procedures and equipment of one or more of the skilled maintenance or repair trades; ability to make a variety of skilled repairs and installations rapidly and accurately; ability to read and interpret plans, blueprints and specifications; ability to get along well with others; mechanical aptitude and manual dexterity; initiative and resourcefulness; industry and dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years experience as a workman in one of the skilled trades, including plumbing, carpentry, painting, plastering, masonry, bricklaying, electrical, machinist work, roofing or radio communications.

If assigned to the HVAC facility, the three (3) years experience must be as an HVAC technician, or completion of 1200 credit hours training for HVAC technician, and possession of a Universal CFC certification, as required by the EPA.

SPECIAL REQUIREMENTS: (only for those positions requiring a CDL)

May be required to drive from one facility to another.

Possession of a valid Commercial Driver's License (CDL) as appropriate for the class of vehicle operated.

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

Authorize Grant Application for 2026 NY PLAYS Grant Initiative

WHEREAS, the New York Places for Learning, Activity, and Youth Socialization (NY PLAYS) initiative is sponsored by New York State to support the design, construction, and renovation of Playgrounds that are open to the public in communities across the State; and

WHEREAS, the Town of West Seneca seeks to pursue funding under this program to construct a new playground facility at Harlem Road Park; and

WHEREAS, the NY PLAYS grant requires a minimum 20% match towards the total capital project cost; NOW, THEREFORE. BE IT

RESOLVED, that the Town of West Seneca will supply matching cash funds in an amount no less than 20% of the total capital costs, currently estimated to be \$824,464.00, amounting to a match of at least \$164,893.00; and BE IT FURTHER

RESOLVED; that the Town Supervisor be and hereby is authorized and directed to file the NY PLAYS grant application and to execute all documents pertaining to the application for and acquisition of said funding.

Kate Newton

Kate Newton, Town Clerk

Seal of Municipality