

October 6, 2014

A regularly scheduled work session of the Lockport Town Board was conducted at 1:00 p.m. on Monday, October 6, 2014, at the Town Hall, 6560 Dysinger Road, Lockport, New York.

Present were: Supervisor: Marc R. Smith

Town Council Members: Paul W. Siejak
Mark C. Crocker
Patricia Dufour

Absent: Thomas J. Keough

Also present: Nancy A. Brooks, Town Clerk; Michael J. Norris, Town Attorney; Robert Klavoon of Audubon (Wendel) Engineering and two media representatives.

Supervisor Smith opened the meeting for the following discussion and/or action:

1. **Town Clerk** – Nothing to report.
2. **Town Attorney** – Mr. Norris stated that he had two prepared resolutions to be placed on the Agenda for the October 8, 2014 Town Board meeting; one regarding the Safe Routes to School project and the other relative to the adoption of post issuance compliance policies and procedures regarding bonding. Both will be placed on the agenda for 10/08/2014.
3. **Engineer**

Mr. Klavoon provided updates on several projects including:

Smoke Testing of Sanitary Sewers on Tonawanda Creek – letters have been mailed out to residents along the testing area. Testing will take place during the week of October 6, 2014.

Transit Road Waterline Replacement – Mr. Klavoon reminded Board members that a public information meeting regarding the project will take place at 6:30 p.m. on Wednesday, October 15, 2015 at the Town Hall.

Keck Road, IDA Drive, Nia. County Jail Sewer Pump Station Rehab (Contr. #163S)
He asked that a resolution requesting authorization to set a bid date for this project be added to the agenda for October 8, 2014.

Closeout of Contract #14-7 (Day Road Park Honor Pathway) – Mr. Klavoon asked that a resolution granting authorization to close out Contract #14-6 be placed on the agenda for the October 8, 2014 Town Board meeting.

Lastly, Mr. Klavoon reported on the results of the Change Order to clean the storm sewer line in the Lockwood Subdivision area; reporting that a nearly 15 ft root ball was removed from the line. Directly following, the water in the area was seen to move very freely. Additionally, the Highway Dept. has also taken two trees down and has cleaned the drainage pond. He believes these actions to be the answer to the flooding previously seen in that area.

4. **Town Board Comments/Reports**

Councilwoman Dufour made the following announcements:

October 19 – Fall Festival will be held at Town Hall from 1:00-3:00 p.m.
November 12 – a veteran's outreach program will be conducted at Town Hall.

Additionally, she stated that the Building Inspector reported that there are 53 parcels up for foreclosure within the Town of Lockport.

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Councilman Siejak reported that he continues to work on the traveling Viet Nam Wall Memorial project, stating that he has contacted over 30 various businesses or agencies as possible participants in the event which is scheduled for June 2015.

5. Supervisor's Comments/Reports

Town Comprehensive Plan Update

Supervisor Smith stated that the statutory resolutions (SEQRA) associated with the adoption of the Comprehensive Plan will be placed on the agenda for the October 8, 2014 Town Board meeting as will a resolution calling for a Public Hearing on the adoption of the Comprehensive Plan to be held on Wednesday, November 5, 2014.

Authorization for Court Grant

He will place a resolution on the agenda for October 8, 2014 Board meeting to allow the Town Court to apply for a grant for up to \$25,000.

Part-time Court Position Approved

MOTION (2014-258): to approve the hiring of Cindy Dugan as a part-time Court Clerk at a rate of \$11.00/hour, to fill an existing vacancy, was made by Council member Dufour and seconded by Council member Siejak. The motion was CARRIED: AYES-4, NAYS-0. Voting AYE: Siejak, Crocker, Dufour and Smith.

6. Executive Session Entered

MOTION (2014-259): to enter Executive Session for the purpose of consulting with the Town Attorney was made by Council member Crocker and seconded by Council member Dufour. The motion was CARRIED: AYES-4, NAYS-0. Voting AYE: Siejak, Crocker, Dufour and Smith.

The Town Board entered Executive Session at 1:12 p.m.

7. Executive Session Ended and Work Session Reconvened

MOTION (2014-260): to exit Executive Session and to reconvene the work session was made by Council member Dufour and seconded by Council member Siejak. The motion was CARRIED: AYES-4, NAYS-0. Voting AYE: Siejak, Crocker, Dufour and Smith.

The work session was reconvened at 1:55 p.m. with no action taken during Executive Session.

Town Time Card Policy Updated

MOTION (2014-261): on a motion by Council member Crocker and seconded by Council member Dufour, the following resolution was duly ADOPTED: AYES-4, NAYS-0. Voting AYE: Siejak, Crocker, Dufour and Smith.

**TOWN OF LOCKPORT
RESOLUTION
Policy of the Town of Lockport – Time Cards**

A. In departments where time cards are in use, all employees, except Department Heads, shall use the Time Card procedure as established below:

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1. Each employee shall punch in, either by mechanical time clock or by hand scan time clock, depending by which is in use by the Town.
2. No employee shall punch in for any other employee.
3. Every employee shall punch in at the beginning of the day and out at the end of the day.
4. Every employee shall punch out at the beginning of their meal break and punch in at the end of their meal break, unless prior written permission is granted by the Department Head or and emergency situation occurs.
5. Unless otherwise documented arrangements have been made with the Department Head, no employee will be paid for any hours for which he had not indicated as being present by the time card.
6. Special situations where employees are called from their home or where the Department Head grants advance permission, such as employee leaving early for a doctor's appointment, etc., the employee may be excused from clocking in and out, but only by Memorandum thereof, signed by the Department Head. No Department Head shall establish a Policy which allows regular or habitual avoidance of the Time Card Policy.

I acknowledge receipt of this policy.

8. **Adjournment**

MOTION (2014-262): to adjourn was made by Council member Siejak and seconded by Council member Dufour. The motion was CARRIED: AYES-4, NAYS-0. Voting AYE: Siejak, Crocker, Dufour and Smith.

The meeting ended at 1:55 p.m. The Lockport Town Board will next meet at 7:30 p.m. on Wednesday, October 8, 2014.

Respectfully submitted,

Nancy A. Brooks, RMC, MMC
Lockport Town Clerk