

December 17, 2014

A regularly scheduled work session of the Lockport Town Board was conducted at 1:00 p.m. on Wednesday, December 17, 2014, at the Town Hall, 6560 Dysinger Road, Lockport, New York.

Present were: Supervisor: Marc R. Smith

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

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

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

1. **Town Clerk** - nothing to report.
2. **Town Attorney** - nothing to report.
3. **Engineer**

Mr. Klavoon reported on the following projects:

IDA, Keck Rd. Niagara Co. Jail Sewer Lift Station Rehab (Contracts #163S-G & #163S-E)

Mr. Klavoon stated that the Town received very good pricing on the bids which were opened in November. After reviewing the specifications from the contractors, it was Wendel's recommendation to award both contracts to the low bidders. The results of the two contracts will be below estimated costs by approximately \$270,800.00.

MOTION (2014-333): to award Contract #163S-G to Mar-Wal Construction, the low bidder in the amount of \$506,200.00 was made by Council member Siejak and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

MOTION (2014-334): to award Contract #163S-E to CIR Electric, the low bidder in the amount of \$154,500.00 was made by Council member Keough and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

Capital Improvement – Phase 1 Scope of Work for Sewer District No. 3

Mr. Klavoon presented a project description for Phase 1 of the planned Capital Improvement Projects as listed below, followed by a proposal letter for the design and bidding services for the scope of work.

Contract No. 1 – General Construction

- Sewer lateral vent/trap A-clamp repairs
- Replacement of damaged manhole frames
- Resetting of offset manhole frames
- Replacement of damaged manhole covers
- Installation of manhole inflow protector inserts
- Pump station rehabilitation

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Contract No. 2 – Sewer Rehabilitation

- Grouting of defective tap break in's
- Grouting of defective pipe joints
- Grouting of defective manhole joints
- Full lining of manholes

Associated structural improvements as required

- Spot CIPP repairs
- Full length CIPP lining
- TV & flushing

Mr. Klavoon explained that the funding needed to complete the general construction work in Phase 1 is expected to be approximately \$1,000,000.00 and that the proposed costs for design and bidding services for Phase 1 is \$114,500,00. Stating that timing to begin construction of this work is of great importance, Supervisor Smith called for the Board to take action in authorizing the engineer to proceed.

Authorization for the Design and Bidding Services for Phase 1 of the Capital Improvement Projects for Sewer District No. 3

MOTION (2014-335): to authorize the engineer to proceed with the design and bidding services relating to Phase 1 of the CIP for Sewer District #3 in an amount not to exceed \$114,500.00 was made by Council member Siejak and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

4. Town Board Comments/Reports

Councilwoman Dufour – reported that the new program for resident review of their tax bills is up and running on the Town's website and she thanked Tax Receiver, Lori Carrero, for suggesting that the Town provide this service for residents.

Councilman Crocker – stated that in 2015, he and Councilman Keough will be working on various options for electronic recycling for residents.

Councilman Siejak – stated that over the past several weeks, he has met with several local civic organizations with regard to their participation in the Traveling Viet Nam War Memorial event the Town will host in June of 2015. He reported that the Elk's Club has agreed to relocate their annual Flag Day Ceremony which is a huge event and will allow it to be part of the Town's celebrations. He will meet jointly with several of these organizations after the first of the new year to further discuss activities and to develop a schedule to ensure a top-notch, first class event over the course of the Town's hosting of the war memorial.

5. Supervisor's Comments/Reports

The supervisor reported that he has been contacted by the Association of Towns with regard to participation in the Multi-Municipal Energy Program. He stated that this program not only involves an audit of a town's energy usage to find possible savings but also investigates the possibility of obtaining better energy rates through the purchase of joint municipal energy packages. He would like to apply to have a proposal done for the Town. He stated it's been several years since we have done an energy bill audit.

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Website Re-design

The Supervisor also mentioned that the City of Lockport is leaving the joint website that the Town has shared for many years. He has met with Shelley Reid Salmons of Essentials Design Group, the current designer, with regard to re-designing the Town's website. He presented the Town Board with copies of Shelley's proposal in the amount of \$8,000 to upgrade the site per the Town's specifications. Councilman Crocker requested that the meeting with Shelley be placed on hold until the 12/29/2014 Town Board work session to give time for Board members to review the proposal. Supervisor Smith would also like Shelley to attend the work session to discuss the proposal and possible changes that can be made. Councilman Crocker also suggested that she meet with all department heads.

NY Alert Program

Supervisor Smith reported that the Niagara County Sheriff's Dept. utilizes the NY Alert program to alert residents of emergency situations through out the county. He would like to see the Town take part in this program so that Town officials would have the ability to notify residents of special alerts, ex: snow emergencies, power outages etc. The program has the ability to be very localized with the alerts and would prove very helpful in providing notifications.

Modifications to Town Court Arraignment Room

The Town sought proposals for upgrades to the Town Court arraignment room and the low proposal received was from the firm of Hopkins & Strong in the amount of \$9,439.00. The Town Attorney has reviewed the proposal and the Supervisor requested action to award the project.

MOTION (2014-336): to award the contract for Town Court arraignment room modifications to Hopkins & Strong, the low bidder, in the amount of \$9,439.99, was made by Council member Dufour and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

Lockport Soccer Club Contract

Supervisor Smith requested approval of a contract with the Lockport Soccer Club to provide the scheduling and field maintenance activities for the Day Road Park soccer field for the summer of 2015.

MOTION (2014-337): to approve a contract with the Lockport soccer Club to provide scheduling services and field maintenance services for the Day Road Park soccer field for the summer of 2015 was made by Council member Siejak and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

Electronic Waste Report

The supervisor handed out copies of a report from Dawn Timm, of the Niagara County Refuse District, detailing the 2014 electronic waste collection in the Town of Lockport which also provides anticipated amounts for 2015. This will be useful when the Town seeks alternative options for electronic waste disposal in 2015.

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Additionally, Councilwoman Dufour added that a date had been selected to conduct a household hazardous waste collection for the Town of Lockport. The County-funded event is scheduled for August 16, 2015.

6. Executive Session Entered

MOTION (2014-338): to enter Executive Session for the purpose of consulting the Attorney on legal issues was made by Council member Keough and seconded by Council member Siejak. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

The Town Board entered Executive Session at 1:25 p.m.

7. Executive Session Ended and Work Session Reconvened

MOTION (2014-339): to exit Executive Session and to reconvene the work session was made by Council member Crocker and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

The Town Board left Executive Session and reconvened the work session at 2:05 p.m. with no Town Board action taken during Executive Session.

8. Approval to Create Labor Position for Sewer/Water Dept.

MOTION (2014-340): to create a labor position for the Town Sewer/Water Department at the entry level pay rate was made by Council member Keough and seconded by Council member Siejak. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

9. Approval to Create a Deputy Superintendent for the Sewer/Water Dept.

MOTION (2014-341): to create the position of Deputy Superintendent of Sewer/Water at a pay rate of \$23.60/hour was made by Council member Crocker and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

10. Adjournment

MOTION (2014-342): to adjourn was made by Council member Siejak and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

The meeting ended at 2:08 p.m. The Lockport Town Board will next meet at 1:00 p.m. on Monday, December 29, 2014 for the year-end work session.

Respectfully submitted,

Nancy A. Brooks, RMC, MMC
Lockport Town Clerk