

November 2, 2015

A regularly scheduled work session of the Lockport Town Board was conducted at 1:00 p.m. on Monday, November 2, 2015, 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 welcomed everyone and opened the meeting as follows:

1. **Town Clerk**

The Clerk reported receiving a Request for a Waiver of the 30-Day Notice from South Lockport Catering Services, Inc. located at 5666 So. Transit Road, Lockport NY (So. Lockport Fire Company). They are applying for a catering liquor license and would like the Town to waive the 30-day notice period so they may expedite the process of obtaining their license.

MOTION (2015-296): to approve waiving the 30-day Notice Period for South Lockport Catering Services Inc. was made by Council member Dufour and seconded by Council member Siejak. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

2. **Town Attorney**

Mr. Norris stated that he had emailed the Town Board a copy of the agreement for the Town's participation in the WNY Storm Water Coalition, which is something that will be required by the State as MS4 approaches. He has reviewed the agreement and recommends that this matter be placed on the Town Board agenda for November 4, 2015.

3. **Engineer**

Mr. Klavoon had several items to bring before the Town Board as follows:

Change Order #1 for Contract #14-1R Safe Routes to School

Mr. Klavoon has met with the contractor and they have agreed on figures for a Deduct Change Order in the amount of \$53,499.61. Approval of this Change Order will bring the total contract price to \$394,316.39 (\$342,000.00 funded by the State grant and the Town responsible for the funding of \$52,316.39). He requested that this item be placed on the November 4, 2015 Town Board Agenda for Town Board action.

Authorization for Final Documentation for the Sate Routes to School Project

Mr. Klavoon stated that the project is at completion and he requested that authorization to finalize the project documentation be added to the November 4, 2015 Town Board agenda.

Continued Next Page

Utility Surface Restoration Contract #16-1

Mr. Klavoon reported that sealed bids were opened on October 29, 2015. Four bids were received. After review of the bids, it was Wendel's recommendation to award to the low bidder, Gardenville Landcape of West Seneca, NY, who submitted the price of \$130,250.00. He requested that this item also be placed on the November 4, 2015 agenda for Town Board action.

4. Town Board Comments/Reports

Councilman Siejak announced that the 2016 Association of Towns Conference will be held February 14-17, 2016 in New York City. He suggested that any Town officers interested in attending should send in their registration early as there is a savings involved. Supervisor Smith agreed, stating that it is a wonderful learning experience for Town Board members and that the networking can be very valuable to the Town. Councilman Siejak stated he would be interested in being designated as the Town's delegate. An alternate delegate will also be assigned in the future as Board members check their calendars for possible attendance.

Councilwoman Dufour provided Board members with a hand out depicting the proposed layout of the Town Court Clerk office. They Court Clerks have outgrown their current office space and are looking to expand from a three to a four-desk layout to provide work space for the part-time clerks. The Court plans to apply for State grant in the amount of \$10,000.00 to pay for the expansion. After some research, Mid-City Office Furniture provided an agreed upon configuration at a cost of \$8,498.37. This contractor is listed on NYS Bid list so there would be no need to search further. There is a 4-6 week delivery time on the furniture. In order to proceed in a timely manner and to proceed in 2015, authorization to purchase the office furniture is required at this time.

MOTION (2015-297): to approve the purchase of office equipment for the expansion of the Town Court Clerk's office from Mid City Office Furniture in the amount of \$8,498.37 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.

Councilman Crocker stated that he had met with Ken Horvath, the Town's Park Ranger, to discuss needed improvements at the Town parks. Mr. Horvath reported that the cameras at John Austin Nature Trail Park are working and that some additional fill will be needed for large pot holes. There was also some discussion as to how John Austin Nature Trail Park and Lytle Park can be joined. This matter will be researched and Wendel Engineers may be consulted. Day Road Park may require a snow blower to clear the paths as some residents may want to walk during the winter months. Councilman Crocker added that this is another reason that a storage facility at Day Road Park must be further researched.

5. Supervisor's Comments/Reports

Supervisor Smith reported receiving notice from LCTV that Rich Zapp had been appointed as interim director after the passing of Thomas Riley.

6. Executive Session Entered

MOTION (2015-298): to enter Executive Session for the purpose of consulting with the Town Attorney was made by Council member Crocker and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

The Town Board entered Executive Session at 1:06 p.m.

7. Exit Executive Session and Reconvene Work Session

MOTION (2015-299): 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 reconvened the work session at 1:59 p.m. with no Town Board action taken during Executive Session.

8. Adjournment

MOTION (2015-300): to adjourn was made by Council member Keough and seconded by Council member Crocker. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Crocker, Siejak, Dufour, Keough and Smith.

The meeting was ended at 1:59 p.m. The Lockport Town Board will next meet at 7:30 p.m. on November 4, 2015 for the monthly business meeting.

Respectfully submitted,

Nancy A. Brooks, RMC, CMC
Lockport Town Clerk