

February 1, 2016

A regularly scheduled work session of the Lockport Town Board was conducted at 1:00 p.m. on Monday, February 1, 2016, at the Town Hall, 6560 Dysinger Road, Lockport, New York.

Present were: Supervisor: Mark C. Crocker

Town Council Members: Paul W. Siejak
Patricia Dufour
Thomas J. Keough
Darlene DiCarlo

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

Supervisor Crocker opened the meeting as follows:

1. **Town Clerk** – nothing to report.
2. **Town Attorney** – reported a matter to be taken up in Executive Session.
3. **Engineer**

Mr. Klavoon updated the Town Board on several topics as below:

Closeout for Contract #165S – He requested that this matter be placed on the agenda for the February 3, 2016 Town board meeting for approval.

Revisions to the 2008 Town Specifications for Development – Mr. Klavoon explained that the specifications which contractors and developers must adhere to for construction in the Town had not been updated since 2008. He reported that he had consulted with the Building Inspector, the Town Highway Superintendent and the Water/Sewer Director of Operations and that they have agreed upon and updated areas within the specifications to meet the Town's standards for current construction. He requested that the item be placed on the February 3rd agenda for Town Board action.

Maps, Plan & Report & SEQRA for Sewer Capital Improvement Project – Phase 2

Mr. Klavoon provided copies of the completed SEQRA for Phase 2 of the Sewer Capital Improvement Project as well as the Map, Plan and Report giving the specifics of the project. He stated that the preliminary documentation has now been completed and it is now time for the Town Board to call for a Public Hearing on this phase of the project. He requested that at the February Town Board meeting, the Town Board call for a Public Hearing on the Sewer Capital Improvement – Phase 2 to be held on March 2, 2016.

Additionally, he and Mr. Norris reported that an agreement with Harris, Beach, Attorneys has been prepared regarding the bonding services for the Sewer Capital Improvement – Phase 2 which will require Town Board approval. Mr. Norris added that the agreement is similar to the one prepared for Phase 1 of the Capital Improvement Project. This item will also be placed on the agenda for Town Board action at February's meeting.

4. **Town Board Comments/Reports**

Councilwoman Dufour thanked Mr. Klavoon and his associate, Lauren Glose, for providing a very professional public presentation on the Sewer Capital Improvement Project – Phase 2 on January 25, 2016.

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She also stated she is presently investigating the matter of Improvements to the lighting for the Highway Garage. She reported that quotes will be obtained for the conversion to LED lighting. She questioned whether there is any incentive monies or grant monies available to municipalities which want to convert to this lighting. Mr. Klavoon reported that NYSERDA does have funds available for certain types of conversions and he will research to see if the Town would qualify for any funding. After some discussion, it was decided that he and Councilwoman Dufour will investigate and gather information on converting not only the Highway Garage but the Water/Sewer facility as well.

Councilman Siejak reported that he had had done some research comparisons on the 2014 to 2015 Sales Tax Revenues received by the Town. He reported that in 2015, there was an approximate \$51,000 short fall from the funds received in 2014. He suspects that this is due primarily to the decrease in the amount of Canadian dollars being spent in Niagara County and that the decrease in revenues is being felt county-wide. If this trend continues, he urged the Town Board to keep this in mind as they plan for expenditures and for future budget preparation.

Additionally, Deputy Supervisor Siejak reported that the Town's electronics recycling program, as reported by SunnKing, the Town's contractor, has recycled a total of 64,529 lbs of electronic goods. The overall cost to the Town, after all rebate monies, came to \$1,851.30.

Lastly, he reported that he has researched the matter of improved street lighting for the Town Hall campus. He provided a map of the campus and suggested that five additional street lights be added to specific areas which are dark and should have improved lighting (4 lights on Dysinger Road, and 1 light on Old Beattie). The lights would be placed on existing light poles and only the cost required for installation would be the cost of the lights themselves. The cost of the Cobra head lights would be \$398 per light; and the annual average electric charges for each light would be \$140.00. The exact cost however, would not be forthcoming until NYSEG was contacted. The Town Board was in agreement that additional lighting would be beneficial and should be investigated.

MOTION (2016-036): to authorize the Deputy Supervisor to contact NYSEG and to proceed with the installation of 5 additional street lights for the Town Hall campus was made by Council member DiCarlo and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Siejak, Dufour, Keough, DiCarlo and Crocker.

5. Supervisor's Comments/Reports

Supervisor Crocker provided several handouts for the Town Board including two maps from the Niagara County Sewer District and two usage reports from the Niagara County Water District.

The Supervisor also commented on the Town's Emergency Contact List for 2016 which was provided to Board members, stating it was completed to provide guidance and assistance for Town officials in times of emergency situations. In discussion relative to Town procedures and operations, Councilwoman Dufour urged the Town Board to develop a standard procedures manual for officials and employees to adhere to during situations which develop at each of the Town's facilities.

6. Executive Session Entered

MOTION (2016-037): to enter into Executive Session for the purpose of consulting with the Town Attorney and to discuss a personnel matter was made by Council member Dufour and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Siejak, Dufour, Keough, DiCarlo and Crocker.

The Town Board entered Executive Session at 1:40 p.m.

7. Exit Executive Session and Reconvene Work Session

MOTION (2016-038): to exit Executive Session and to reconvene the work session was made by Council member Keough and seconded by Council member DiCarlo. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Siejak, Dufour, Keough, DiCarlo and Crocker.

The work session was reconvened at 2:20 p.m. with no Town Board action taken during Executive Session.

8. Approval to Hire Part-Time Clerk

MOTION (2016-039): to hire Donna Johnston as a part-time clerk for up to 17 hours/per week and at a pay rate of \$11.44/hour, effective February 6, 2016, was made by Council member Siejak and seconded by Council member Keough. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Siejak, Dufour, Keough, DiCarlo and Crocker.

9. Adjournment

MOTION (2016-040): to adjourn was made by Council member Siejak and seconded by Council member Dufour. The motion was CARRIED: AYES-5, NAYS-0. Voting AYE: Siejak, Dufour, Keough, DiCarlo and Crocker.

The meeting ended at 2:22 p.m. The Lockport Town Board will next meet at 7:30 p.m. on Wednesday, February 3, 2016.

Respectfully submitted,

Nancy A. Brooks, RMC, CMC
Lockport Town Clerk