



TOWN OF AMHERST
EMPLOYEE SUGGESTION REVIEW COMMITTEE

Thursday, July 18, 2023 at Noon

Via Zoom

Minutes

Attending: Robert McCarthy, Human Resources Director; Daryl Bramer, Town Comptroller; Martin Polowy, Town Attorney; John Sedgwick, Community Member; Deborah Bruch Bucki, Councilmember Liaison, Committee Chairperson, and Secretary.

Excused: Jonathan Fuzak, Community Member.

Initial Zoom Host: Martha Taggart, Councilmember Secretary.

Minutes Approval: Motion to accept minutes of the November 16, 2021 meeting was made by Bob McCarthy and seconded by John Sedgwick. Unanimously approved. Motion to accept minutes of the August 24, 2022 meeting was made by Bob McCarthy and seconded by Daryl Bramer. Unanimously approved.

Old Business: The Committee expressed their ongoing interest in providing professional training for Department Heads and Managers working for the Town. Possible topics will include the understanding of union contracts, the use of effective communication techniques, and the administration of FOIL requests by Town Departments. This effort will be coordinated by Bob McCarthy. Marty Polowy and Daryl Bramer volunteered to also provide assistance.

Review of Suggestions:

1. **Wearing Shorts at Work** – Referred to Jeff Burroughs, Plant Superintendent, Highway Superintendent, and Jim Zymanek, Emergency Services. Bob McCarthy said that shorts may be allowed for lawn and yard maintenance, but may not be safe or permitted for other jobs. **Update:** Jim Zymanek replied that shorts are allowed at Highway. However, he further replied that, “positions that are allowed to wear shorts should be vetted as all positions shouldn’t wear them all the time.” He further suggested that this matter be reviewed with Jeff Burroughs, Daric Will (Plant Safety Person), Bob McCarthy, as well as Jim Zymanek himself.
2. **Names of Facilities** – An employee expressed confusion regarding the similar naming of several buildings in the Town:
 - a. Northtown Center
 - b. North Amherst Recreation Center
 - c. Northwest Amherst Community CenterThe Committee suggested that building addresses be included on notifications, but also asked that this concern be referred to the Town Board, Melissa Abel and Mary-Diana Pouli.
3. **Security at Northtown Center** – The Committee referred this to Mary-Diana Pouli, and Eric Guzdek from Youth and Recreation, as well as Dan Rizzo from the Facilities Department.

Update: Eric Guzdek replied that there are several security cameras at each public entrance to the facility. Mary-Diana Pouli responded that no safety concerns have been reported to her, Eric or Supervisory Staff.

4. Security at Town Hall – The Committee referred this to the Amherst Town Board, Amherst Police Department, Emergency Services and the Facilities Department. In addition, the groups suggested that a Police Officer be present during Work Sessions, in addition to Town Board meetings. The Committee noted that cameras are in place at Town Hall, and activity can be monitored at Police Dispatch. Also, various emergency buttons provide added security in the building.

Update: Jim Zymanek expressed a willingness to discuss the Town Hall Safety Plan with staff.

5. Town Hall – A concern was expressed about Lost and Found items to be available at a location open on all work days. The Committee suggested that Marty Taggart, Secretary for the Supervisor and Town Board, be asked to coordinate this effort.
6. Bulk Purchasing of Office Supplies – The Committee discussed this issue. The Town currently has a contract with Staples for this purpose. Received and filed.
7. Private Snow Plow Businesses Owners to Assist with Town Plowing in Severe Storms – Bob McCarthy commented that the Town of Amherst already has mutual aid mechanisms in place and that this suggestion also has liability implications. Received and filed.
8. Possibility of a Second Hose Inside the Washout Bay so 2 Trucks can be Washed at the Same Time – The Committee referred this to the Engineering and Highway Departments.
9. Plow Trucks for Big Snow Storms – Request for telescopes on wings for snow plows to be fixed. The Committee referred this to the Highway Departments.
10. Concerns about Bathroom in Lunchroom on First Floor – Daryl spoke with Dan Rizzo and Anne Dafchik about this matter. The bathroom will remain open and intact. Received and filed.

Next Meeting: Tuesday, October 3, 2023 at Noon on Zoom.

Update: This meeting was postponed since there were no new suggestions to consider. It was rescheduled to Tuesday, December 5, 2023 at noon on Zoom. That meeting was cancelled due to lack of new suggestions to review.

Committee Reappointments: John Sedgwick would like to finish his service at the end of 2023. Bob McCarthy suggested that Debbie Bucki continue in 2024 as a Community Member.

Adjournment: A motion to adjourn the meeting was made by John Sedgwick and seconded by Martin Polowy. Approved unanimously. The meeting concluded at 1:05 pm.

Respectfully submitted,

Deborah Bruch Bucki, RN, PhD
Committee Liaison, Chairperson, and Secretary