

TOWN OF SENECA
ORGANIZATIONAL AGENDA
JANUARY 5TH, 2021

4:00 PM Organizational Board Meeting

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Oath of Office for Clerk Eagley
6. Organizational Resolutions
 - a. **Resolution #1-21 through #32-21**
7. New Business
 - a. **Resolution #33-21**- Authorize Highway to purchase a 2021 International CV515 4x4 Truck
 - b. **Resolution #35-21**- Authorize Water to purchase a 2021 Chevy pickup
 - c. **Resolution #34-21**- Authorize Tax Collector to increase the petty cash drawer for Tax Season
8. Warrants
 - a. **Resolution #36-21**
9. Old Business
10. Privilege of the Floor
11. Adjournment

TOWN OF SENECA
ORGANIZATIONAL RESOLUTIONS
JANUARY 5TH, 2021

Resolution #1-21	Resolved that , the regular meetings of the Seneca Town Board, for the year 2021, shall be held each month on the third (3 rd) Tuesday, beginning at 7:30 PM.
Resolution #2-21	Resolved that , the Procurement Policy (original adoption 1/04/1994) be adopted as edited and reviewed on January 5, 2021.
Resolution #3-21	Resolved that , the Town of Seneca Volunteer Emergency Personnel Policy (original adoption 06/19/06) be adopted as reviewed on January 5, 2021.
Resolution #4-21	Resolved that , the Alcohol and Drug Testing Policy (original adoption 04/00) be adopted as reviewed on January 5, 2021.
Resolution #5-21	Resolved that , the Revised Health and Dental Care Policy (original adoption 01/01/10) be adopted as edited and reviewed on January 5, 2021.
Resolution #6-21	Resolved that , the Comprehensive Emergency Management Plan (original adoption 02/12) be adopted as reviewed on January 5, 2021.
Resolution #7-21	RESOLVED THAT the Ethics Policy (original adoption 01/04/10) be adopted as reviewed on January 5, 2021.
Resolution #8-21	Resolved that , the Sexual Harassment Policy (original adoption 10/16/18) be adopted as reviewed on January 5, 2021.
Resolution #9-21	Resolved that , the Rules of Order (original adoption 02/12) be adopted as edited and reviewed on January 5, 2021.
Resolution #10-21	Resolved that , the Finger Lakes Times be the official newspaper for the Town of Seneca.

TOWN OF SENECA
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JANUARY 5TH, 2021

Resolution #11-21: RESOLVED THAT			
1	COUNCILMAN MOSHER	be appointed	Deputy Supervisor
2	JAMES LAWSON	be appointed	To open competitive bids on general and highway department purchase contracts required to be advertised, and in his absence, COUNCILMAN MOSHER , will act in this capacity.
3	BRIAN PRATER	be appointed	To open competitive bids on water department purchase contracts required to be advertised, and in his absence, COUNCILMAN MOSHER , will act in this capacity.
4	BRANDON AYERS	be appointed	Deputy Highway Superintendent
5	HALEY EAGLEY	be appointed	Registrar of Vital Statistics and collecting agent of Seneca Town Water District Billing Agent of Seneca Town Water District.
6	SHANA JO HILTON	be appointed	Sole-Appointed Assessor; Deputy Town Clerk; Deputy Registrar of Vital Statistics; Deputy Tax Collector; Part-Time Bookkeeper; Highway Clerk;
7	JERRY HOOVER	be appointed	Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building and Grounds.
8	TOWN OF GORHAM CODE ENFORCEMENT OFFICER	be appointed	Deputy Zoning and Code Enforcement Officer
9	BRIAN PRATER	be appointed	Water/Sewer Superintendent
10	KATHERINE MASTELLAR	be appointed	Historian
11	MICAH SPRAGUE	be appointed	Constable
12	KELLEY JENSEN	be appointed	Planning Board Chairman
13	NORBERT AMBERG	be appointed	Zoning Board of Appeals Chairman
14	JOHN NICHOLAS	be appointed	Board of Assessment Review Chairman
15	CASEY KUNES	be appointed	Agricultural Committee Chairman
16	MARY BEER	be appointed	The Town Health Officer
17	MICHAEL ROULAN, ESQ.	be appointed	The Town Attorney
18	CAROL GOLDEN	be appointed	The Town Financial Consultant

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JANUARY 5TH, 2021

Resolution #12-21	Resolved that , the regular work week remains at 40 hours.
Resolution #13-21	Resolved that , the Water Superintendent and Public Works Maintenance Assistants will read the water meters.
Resolution #14-21	Resolved that , the Highway and Water/Sewer Superintendent be authorized to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$1,000 per purchase and also to purchase off State and County Bids.
Resolution #15-21	Resolved that , Norbert Amberg is reappointed to the ZBA
Resolution #16-21	Resolved that , Bob Rhodes is reappointed to the Planning Board.
Resolution #17-21	Resolved that , Casey Kunes is reappointed to the Agricultural Committee.
Resolution #18-21	Resolved that , the following be named to the Landfill Advisory Committee: Mary Frarey, Jason Dunham, Shana Jo Hilton and Tim Scoon.
Resolution #19-21	Resolved that , Planning Board meetings will be held on the fourth Monday of each month at 7:30 and the Zoning Board of Appeals will meet the Thursday following the fourth Monday of each month at 7:30. State mandate requires new planning or zoning board members to take eight hours of training within the first year of appointment. After their first year of service, all members shall take a minimum of four hours per year thereafter. Four hours may be carried into the next year. All training shall be relevant to that member's powers or duties on the board and sponsored by the New York Association of Towns, New York Planning Federation, State of New York, or any political subdivision thereof, or any such session approved by the chair of the board. No planning or zoning board member shall be absent from more than three consecutive meetings or from a total of one third of the meetings of either board in any calendar year. Failure of any member to satisfy the attendance or training requirement shall be cause for removal from the board. Attendance shall be taken at each meeting by the secretary. Each member shall be paid \$45.00 per meeting attended and the chairperson and secretary shall be paid \$55.00 per meeting attended.
Resolution #20-21	Resolved that , the Supervisor shall be and hereby is authorized to pay the following claims prior to town audit: Utility Bills, Postage for Billing, Insurance, and Retirement and any invoices deemed necessary that are due prior to the date of the board meeting.

TOWN OF SENECA
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JANUARY 5TH, 2021

Resolution #21-21

RESOLVED THAT, the following named employees of the Town of Seneca shall be paid at the following annual rates, paid bi-weekly for the year 2021

ANDREW WICKHAM	SUPERVISOR/BUDGET OFFICER	\$ 19,421.00
JESSE ORBAKER	COUNCILMAN	\$ 4,112.00
HOWARD KEENEY	COUNCILMAN	\$ 4,112.00
JASON MOSHER	COUNCILMAN	\$ 4,112.00
JAMES MALYJ	COUNCILMAN	\$ 4,112.00
HALEY EAGLEY	TOWN CLERK + OTHER DUTIES	\$ 54,581.00
JERRY HOOVER	ZONING & CEO + OTHER DUTIES	\$ 84,829.00
SHANA JO HILTON	SOLE APPT. ASSESSOR + OTHER DUTIES	\$ 75,670.00
DAVID CAMPBELL	TOWN JUSTICE	\$ 12,574.00
PAUL HOOD	TOWN JUSTICE	\$ 12,574.00
JAMES LAWSON	HIGHWAY SUPERINTENDENT + OTHER DUTIES	\$ 81,383.00
BA	DEPUTY HIGHWAY SUPERINTENDENT	\$ 28.35
AG	MEO	\$ 20.98
AS	MEO/ MECHANIC	\$ 25.71
RS	MEO	\$ 25.71
MM	MEO	\$ 25.71
JE	MECHANIC	\$ 25.71
BRIAN PRATER	WATER + SEWER SUPERINTENDENT	\$ 61,700
TC	PWMA	\$ 25.71
RC	PWMA	\$ 27.00
LABORERS	LOW-HIGH	\$ 13.42-\$ 15.00
SC	COURT CLERK	\$ 15.45
MS	CONSTABLE	\$ 61.20
KATHERINE MASTELLAR	HISTORIAN	\$ 2,102.00
MICHAEL ROULAN	TOWN ATTORNEY	\$ 6,994.00

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 JANUARY 5TH, 2021

Resolution #22-21	Resolved that , the rate for mileage traveled by town employees using private vehicles shall be 56 cents per mile.						
Resolution #23-21	Resolved that , water services in Seneca Town Water District will not be started after December 1 and before April 1, unless the individual pays cost of service and all other costs.						
Resolution #24-21	<p>Resolved that, RESOLVED THAT the fees charged by Seneca Town Water District to install new water services will be:</p> <table border="1" data-bbox="667 632 1255 741"> <tr> <td>1" SERVICE (3/4" METER)</td> <td>\$ 1,600.00</td> </tr> <tr> <td>1 1/2" SERVICE</td> <td>\$ 3,000</td> </tr> <tr> <td>2" SERVICE</td> <td>\$ 3,800</td> </tr> </table>	1" SERVICE (3/4" METER)	\$ 1,600.00	1 1/2" SERVICE	\$ 3,000	2" SERVICE	\$ 3,800
1" SERVICE (3/4" METER)	\$ 1,600.00						
1 1/2" SERVICE	\$ 3,000						
2" SERVICE	\$ 3,800						
Resolution #25-21	<p>Resolved that, installing new water services of 150 feet or more from the highway right-of-way will require a water meter pit and meter reader post at the curb stop. The fees charged by Seneca Town Water District to install new water services and water meter pits will be:</p> <table border="1" data-bbox="776 898 1146 936"> <tr> <td>1" SERVICE</td> <td>\$ 2,450.00</td> </tr> </table>	1" SERVICE	\$ 2,450.00				
1" SERVICE	\$ 2,450.00						
Resolution #26-21	<p>Resolved that, Meter pits for 1 1/2" and 2" services will be supplied and installed by applicant per Town of Seneca specifications. When water services require a backflow preventer, allowed in a meter pit, the cost of a properly sized pit and installation will be the responsibility of the owner. Also, the fee for repairing services is \$100.00 per hour plus parts. The option is given to have Seneca Water Dept. do the work or a private contractor may be hired. However, if the resident chooses a private contractor, the work must be performed within one week, or the water district will do the work at the rate listed above.</p>						
Resolution #27-21	<p>Resolved that, the charge of \$30 may be levied against any person or corporation doing business with the Town of Seneca, when a check they have written has been returned from their bank having insufficient funds to cover the check.</p>						
Resolution #28-21	<p>Whereas the Town of Seneca desires to avoid conflicts of interest and hiring discrimination within the town; Now, therefore be it resolved as follows, the Town of Seneca shall not employ or hire in any full-time capacity a relative of a town official or present employee of the town except as provided by law. Family is defined as parent, grandparent, child, grandchild, in-law, sibling, or spouse.</p>						

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JANUARY 5TH, 2021

Resolution #29-21	Resolved that , any town official or employee authorized to take a town vehicle home shall, upon taking any leave for 3 or more consecutive days, return the vehicle to either the highway building or Town Hall. The Town may require that a vehicle be returned for leave less than 3 days if the vehicle is needed for daily operation of Towns, New York Planning Federation, State of New York, or any political subdivision thereof, or any such session approved by the chair of the board. No planning or zoning board member shall be absent from more than three consecutive meetings or from a total of one third of the meetings of either board in any calendar year. Failure of any member to satisfy the attendance or training requirement shall be cause for removal from the board. Attendance shall be taken at each meeting by the secretary. Each member shall be paid \$45.00 per meeting attended and the chairperson and secretary shall be paid \$55.00 per meeting attended.
Resolution #30-21	Resolved that , Seneca Town Water District will provide water at no cost to the town owned properties located at 3675 Flint Road, 3649 Flint Road, 3661 Flint Road, and 4224 South Street. Further, the Town of Seneca will not charge any rent from Seneca Water District for buildings located at 3649 Flint Road.
Resolution #31-21	Resolved that , the Fire Protection Funds received from Casella will be split between the fire districts as such: Stanley Fire District will receive 70%, Hall Fire District 15% and Seneca Castle Fire District 15%.
Resolution #32-21	Resolved that , MICHAEL ROULAN will be compensated \$150.00 per hour for services above and beyond normal Town Attorney's duties; defined as contributing to current or probable litigation.

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Resolution #33-21

Authorize Highway to purchase a 2021 International CV515 4x4 Truck

WHEREAS the Town of Seneca 2021 Adopted Budget includes funds for the purchase of a truck in the Highway Department; and

WHEREAS the purchase of a 2021 International CV515 4x4 truck with all related plowing equipment for a cost not to exceed \$115,000 is under NYS ONGOV-106-19 Contract; and

NOW THEREFORE BE IT RESOLVED the Town Board of the Town of Seneca hereby approves and authorizes the Highway Superintendent to complete any necessary documentation to execute this purchase for a total cost not to exceed \$115,000.00 to be charged to the 2021 Adopted Budget.

Resolution #34-21

Authorize Water to purchase a 2021 Chevy Quad-Cab Truck

WHEREAS the Town of Seneca 2021 Adopted Budget includes funds for the purchase of a pick-up truck in the Water Department; and

WHEREAS the purchase of a 2021 Quad Cab Chevy 4x4 pick-up truck not to exceed \$40,000 under State Contract; and

NOW THEREFORE BE IT RESOLVED the Town Board of the Town of Seneca hereby approves and authorizes the Water Superintendent to complete any necessary documentation to execute this purchase for a total cost not to exceed \$40,000.00 to be charged to the 2021 Adopted Budget.

Resolution #35-21

Authorize Tax Collector to Increase Cash Drawer

WHEREAS the Town of Seneca 2021 Tax season has begun; and

WHEREAS the Town of Seneca Tax Collector is requesting the approval to increase the cash drawer due to having to break large cash bills and running low during the day in the previous tax season; and

WHEREAS the current petty cash drawer is at \$200.00 and is requested to be increased to \$500.00 for the purpose of making change; and

NOW THEREFORE BE IT RESOLVED the Town Board of the Town of Seneca hereby approves the increase of the petty cash drawer from \$200.00 to \$500.00.

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Resolution # 36-20
Authorization to Pay the Audited Vouchers

Claim Category	Claim Numbers	Claim Amount
GENERAL		
HIGHWAY		
WATER		
SEWER		
HALL		
STANLEY		
SENECA CASTLE		
TRUST & AGENCY		
WATER CAPITAL SYSTEM		