

TOWN OF SENECA
REGULAR MEETING
May 16, 2023

7:30 PM- Regular Board Meeting

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Supervisor's Report
 - a. Ontario County Housing Study
6. Approve Minutes
 - a. April 18th- Regular Meeting
7. Communications
 - a. Newsletter: Ontario Pathways
 - b. Letter: Request for Facilities (Poll Site)
 - c. Letter: Chalfoux Law
 - d. Report: Municipal Shelter Inspection
 - e. Newsletter: The Inside Dirt
 - f. Certificate: The Association of Towns
 - g. Resignation: S. Kunes, Water Department
- 8.

Highway
Water
CEO
Assessor
Town Clerk
Historian
Casella

9. Accept Supervisor, Town Clerk, and CEO Reports
10. Warrants
 - a. **Resolution #58-23:** 2023 Warrants
11. New Business
 - a. **Resolution #59-23:** Accept Ontario County Mowing Contract
 - b. **Resolution #60-23:** Approve BOCES Salt Contract
 - a. **Resolution #61-23:** Accept Court Security Contract
 - b. **Resolution #62-23:** Deem Access Property- Parcel in Stanley
 - c. **Resolution #63-23:** Increase Departmental Petty Cash
 - d. **Resolution #64-23:** Approve Mobile Terms & Conditions for Constant Contact
 - e. **Resolution #65-23:** Approve Privacy Policy for Constant Contact
12. Old Business
 - a. Memorial Day Planning
13. Privilege of the Floor
14. Executive Session
15. Adjournment

RESOLUTIONS & MOTIONS

TOWN OF SENECA

Regular Board Meeting

May 16th, 2023

Resolution # 58-23

Authorization to Pay the 2023 Audited Vouchers

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

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 59-23
Authorize County Mowing Contract

WHEREAS the Commissioner of Public Works for Ontario County has submitted a request to the Town of Seneca to extend the Mowing Contract Agreement for one-year, covering the 2023 mowing season; and

WHEREAS the reimbursement schedule for labor and hourly equipment is \$36.36 per hour for a single mower, \$38.89 per hour for a double mower, and \$46.90 per hour for a boom-style mower; and

WHEREAS it is the recommendation of the Highway Superintendent to extend the Mowing Contract Agreement with Ontario County for the 2023 mowing season; and

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Seneca hereby authorizes the extension of the Ontario County Mowing Contract and directs the Highway Superintendent to sign the extension.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 60-23
Approve BOCES Salt Contract

WHEREAS the Town of Seneca has been presented with an inter-municipal agreement from Wayne-Finger-Lakes BOCES (WFLB); and

WHEREAS WFLB wishes to acquire road salt from the Town of Seneca Highway Department for the Finger Lakes Technical and Career Center Site; and

WHEREAS this agreement will run from July 1, 2023 through June 30, 2024 and can be terminated by either party with a 30-day advance written notice; and

WHEREAS the Town of Seneca will keep a log of the amount of salt acquired by WFLB, calculate the average road salt cost per ton and invoice (once annually) WFLB for their amount of road salt that was utilized; and

WHEREAS it is the recommendation of the Highway Superintendent to approve this agreement; and

NOW, THEREFORE, BE IT RESOLVED the Town Board of the Town of Seneca hereby approves the abovementioned intermunicipal agreement.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 61-23
Approve Court Security Contract

WHEREAS the Town of Seneca 2023 Adopted Budget includes salary funds for Court Security; and

WHEREAS Ontario County has written an intermunicipal agreement for Court Security Services to be provided by the Ontario County Sheriff's Office; and

WHEREAS the contract states that the county shall furnish the services of a part-time deputy for no more than 4 hours per week with equipment to function as Court Security for the Town of Seneca; and

WHEREAS it is the recommendation of the Court Staff to execute this contract which will be in effect from May 1, 2023, to April 30, 2024 and will not exceed \$7,000.00; and

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Seneca hereby approves the contract between the Town of Seneca and Ontario County for weekly Court Security Services and authorizes Supervisor Wickham to sign this contract.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 62-23

Deem Excess Property

WHEREAS the following property that is owned by the Town of Seneca has exhausted its useful life and is no longer necessary to the Town of Seneca; and

Approximately 0.0805 Acres
on the West corner of South Street and Route 245

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Seneca hereby declares the abovementioned property excess property.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 63-23
Increase Departmental Petty Cash

WHEREAS the Town of Seneca holds a Petty Cash Box which is labeled for each of the departments with a specific amount designated for each of those departments; and

WHEREAS there are times that the department heads might need to borrow cash out of those boxes for the purchase of something to be reimbursed at the following Town Board Meeting by voucher; and

WHEREAS to keep up with inflationary times, the bookkeeper has reviewed the current Petty Cash limits with the Supervisor, and it is their recommendation to increase the Highway (currently \$250.00) and Water (currently \$25.00) Petty Cash to \$500.00 each; and

NOW, THEREFORE, BE IT RESOLVED the Town Board of the Town of Seneca hereby grants the bookkeeper permission to increase the petty cash boxes of the Highway and Water Departments.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 64-23

Approve Town of Seneca Mobile Terms and Conditions Policy for Constant Contact

WHEREAS the Town Clerk has recently partnered with a company called Constant Contact to better communicate with Town of Seneca constituents; and

WHEREAS the communication also includes text messaging; and

WHEREAS in order to set up the text messaging portion of our account, Constant Contact requires a Mobile Terms and Conditions Policy to be uploaded; and

WHEREAS it is the recommendation of the Town Clerk to have this policy reviewed and approved by the board; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Seneca hereby approves the Mobile Terms and Conditions Policy for the Town of Seneca and reserves the right to amend, edit, or review this at any time.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 65-23

Approve Town of Seneca Privacy Policy for Constant Contact

WHEREAS the Town Clerk has recently partnered with a company called Constant Contact to better communicate with Town of Seneca constituents; and

WHEREAS the communication also includes text messaging; and

WHEREAS in order to set up the text messaging portion of our account, Constant Contact requires a Privacy Policy to be uploaded; and

WHEREAS it is the recommendation of the Town Clerk to have this policy reviewed and approved by the board; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Seneca hereby approves the Privacy Policy for the Town of Seneca and reserves the right to amend, edit, or review this at any time.

Ayes	Nays	Abst.	Absent	Motion	Second