

**AGENDA**  
**TOWN OF SENECA ORGANIZATIONAL BOARD MEETING**  
**JANUARY 6<sup>TH</sup>, 2020**

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**ORGANIZATIONAL RESOLUTIONS**

**Resolution #1-20**

**RESOLVED THAT** the regular meetings of the Seneca Town Board, for the year 2020, shall be held each month on the 3rd Tuesday, beginning at 7:30 pm.

**Resolution #2-20**

**RESOLVED THAT** the Investment Policy (original adoption 01/04/99) be adopted as edited and reviewed on January 6, 2020.

**Resolution #3-20**

**RESOLVED THAT** the Procurement Policy (original adoption 07/19/94) be adopted as reviewed on January 6, 2020.

**Resolution #4-20**

**RESOLVED THAT** the Town of Seneca Volunteer Emergency Personnel Policy (original adoption 06/19/06) be adopted as reviewed on January 6, 2020.

**Resolution #5-20**

**RESOLVED THAT** the Alcohol and Drug Testing Policy (original adoption 04/00) be adopted as edited and reviewed on January 6, 2020.

**Resolution #6-20**

**RESOLVED THAT** the Revised Health and Dental Care Policy (original adoption 01/01/10) be adopted as edited and reviewed on January 6, 2020.

**Resolution #7-20**

**RESOLVED THAT** the Comprehensive Emergency Management Plan (original adoption 02/12) be adopted as reviewed on January 6, 2020.

**Resolution #8-20**

**RESOLVED THAT** the Ethics Policy (original adoption 01/04/10) be adopted as reviewed on January 6, 2020.

**Resolution #9-20**

**RESOLVED THAT** the Sexual Harassment Policy (original adoption 10/16/18) be adopted as reviewed on January 6, 2020.

**Resolution #10-20**

**RESOLVED THAT** the Rules of Order (original adoption 02/12) be adopted as edited and reviewed on January 6, 2020.

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**Resolution #11-20**

**RESOLVED THAT** the Finger Lakes Times be the official newspaper for the Town of Seneca.

**Resolution #12-20**

**RESOLVED THAT**

|       |   |               |  |
|-------|---|---------------|--|
| i     | COUNCILMAN MOSHER                       | be appointed  | Deputy Supervisor  |
| ii    | JAMES LAWSON                            | be appointed  | To open competitive bids on general and highway department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> will act this capacity.            |
| lii   | BRIAN PRATER                            | be appointed  | to open competitive bids on water department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> will act in this capacity.                       |
| lv    | BRANDON AYERS                           | be appointed  | Deputy Highway Superintendent  |
| v     | HALEY EAGLEY                            | be appointed  | Registrar of vital statistics and collecting agent of Seneca Town Water District   |
| vi    | SHANA JO HILTON                         | be appointed  | Sole-Appointed Assessor; Deputy Town Clerk; Deputy Registrar of Vital Statistics; Deputy Tax Collector; Part-Time Bookkeeper, Highway Clerk; Billing Agent of Seneca Town Water District |
| vii   | JERRY HOOVER                            | be appointed  | Zoning Officer, Code Enforcement Officer, Part- Time Clerk, Safety Officer, and Building and Grounds   |
| viii  | TOWN OF GORHAM CODE ENFORCEMENT OFFICER | be appointed  | Deputy Zoning and Code Enforcement Officer   |
| ix    | BRIAN PRATER                            | be appointed  | Water Superintendent   |
| x     | KATHERINE MAETELLAR                     | be appointed  | Historian  |
| xi    | JAMES MCCAIG                            | be appointed  | Constable  |
| xii   | TIM MARKS                               | be designated | Planning Board Chairman  |
| xiii  | NORBERT AMBERG                          | be designated | Zoning Board of Appeals Chairman   |
| xiv   | JOHN NICHOLAS                           | be recognized | Board of Assessment Review Chairman  |
| xv    | CASEY KUNES                             | be appointed  | Agricultural Committee Chairman  |
| xvi   | MARY BEER                               | be appointed  | Health Officer   |
| xvii  | MICHAEL ROULAN, ESQ.                    | be appointed  | The Town Attorney  |
| xviii | CAROL GOLDEN                            | be appointed  | Financial Consultant   |

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**Resolution #13-20**

**RESOLVED THAT** the regular work week remains at 40 hours.

**Resolution #14-20**

**RESOLVED THAT** the Water Superintendent and Public Works Maintenance Assistants will read the water meters.

**Resolution #15-20**

**RESOLVED THAT** the Highway and Water 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 #16-20**

**RESOLVED THAT** Eric Hansen is reappointed to the ZBA

**Resolution #17-20**

**RESOLVED THAT** Kelley Jensen is reappointed to the Planning Board.

**Resolution #18-20**

**RESOLVED THAT** Duane Blowers is reappointed to the Agricultural Committee.

**Resolution #19-20**

**RESOLVED THAT** the following be named to the Landfill Advisory Committee: Mary Frarey, Wilma Kean, Jason Dunham, Shana Jo Hilton and Tim Scoon.

**Resolution #20-20**

**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.

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**Resolution #21-20**

**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.

**Resolution #22-20**

**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 2019;

|                      |                                       |                     |
|----------------------|---------------------------------------|---------------------|
| ANDREW WICKHAM       | SUPERVISOR/BUDGET OFFICER             | \$ 19,040.00        |
| JESSE ORBAKER        | COUNCILMAN                            | \$ 4,031.00         |
| HOWARD KEENEY        | COUNCILMAN                            | \$ 4,031.00         |
| JASON MOSHER         | COUNCILMAN                            | \$ 4,031.00         |
| JAMES MALYJ          | COUNCILMAN                            | \$ 4,031.00         |
| HALEY EAGLEY         | TOWN CLERK + OTHER DUTIES             | \$ 53,511.00        |
| JERRY HOOVER         | ZONING & CEO + OTHER DUTIES           | \$ 83,166.00        |
| SHANA JO HILTON      | SOLE APPT. ASSESSOR + OTHER DUTIES    | \$ 74,185.00        |
| DAVID CAMPBELL       | TOWN JUSTICE                          | \$ 12,327.00        |
| PAUL HOOD            | TOWN JUSTICE                          | \$ 12,327.00        |
| JAMES LAWSON         | HIGHWAY SUPERINTENDENT + OTHER DUTIES | \$ 79,787.00        |
| BA                   | DEPUTY HIGHWAY SUPERINTENDENT         | \$ 27.79            |
| DK                   | MEO                                   | \$ 25.21            |
| AS                   | MEO                                   | \$ 25.21            |
| RS                   | MEO                                   | \$ 25.21            |
| MM                   | MEO                                   | \$ 25.21            |
| JE                   | MEO                                   | \$ 25.21            |
| BRIAN PRATER         | WATER + SEWER SUPERINTENDENT          | \$ 60,500.00        |
| TC                   | PWMA                                  | \$ 22.69            |
| RC                   | PWMA                                  | \$ 26.47            |
| LABORERS             | LOW-HIGH                              | \$ 13.16 – \$ 14.72 |
| SC                   | COURT CLERK                           | \$ 15.00            |
| JM                   | CONSTABLE                             | \$ 68.52            |
| KATHERINE MAESTELLAR | HISTORIAN                             | \$ 2,061.00         |
| MICHAEL ROULAN       | TOWN ATTORNEY                         | \$ 6,857.00         |

**Resolution #23-20**

**RESOLVED THAT** the rate for mileage traveled by town employees using private vehicles shall be 57.5 cents per mile.

**Resolution #24-20**

**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.

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**Resolution #25-20**

**RESOLVED THAT** the fees charged by Seneca Town Water District to install new water services will be:

|                         |             |
|-------------------------|-------------|
| 1" SERVICE (3/4" METER) | \$ 1,600.00 |
| 1 ½" SERVICE            | \$ 3,000    |
| 2" SERVICE              | \$ 3,800    |

**Resolution #26-20**

**RESOLVED THAT** Installing new water services of a distance 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:

|            |             |
|------------|-------------|
| 1" SERVICE | \$ 2,450.00 |
|------------|-------------|

**Resolution #27-20**

Meter pits for 1 ½" 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.

**Resolution #28-20**

**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.

**Resolution #29-20**

**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.

**Resolution #30-20**

**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.

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**Resolution #31-20**

**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 #32-20**

**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 #33-20**

**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 #34-20**

*Authorize Purchase of Grader for the Highway Department*

**WHEREAS**, the Town of Seneca 2020 Adopted Budget includes funds for the purchase of a grader for the Highway Department; and

**WHEREAS**, per the Town of Seneca Procurement Policy, the highway department is utilizing the state contract (Contract #032515-JDC) pricing to purchase a 2020 John Deere 672 Motor Grader from Five Star Equipment for \$327,000.

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Seneca hereby approves the purchase detailed in the purchase order from Five Star Equipment.

**Resolution #35-20**

*Approve Amended Intermunicipal Agreement with Town of Geneva*

**WHEREAS**, the Town of Seneca and the Town of Geneva have previously entered into an Inter-Municipal Agreement relating to the supply of potable water by the Town of Geneva to the Town of Seneca and the transmission of water through the Town of Seneca system for re-purchase by the Town of Geneva, and

**WHEREAS**, the parties have currently agreed to enter into a water improvement project that is generally described as the rehabilitation of the existing tank, installation of a new tank and general improvements to the system wherein the Town of Geneva will contract for and construct the contemplated improvements and the parties shall share the costs associated with said project and otherwise cooperate with each other pursuant to the Inter-Municipal Agreement, and

**WHEREAS**, the parties feel it appropriate to amend the said Inter-Municipal Agreement dated April 29<sup>th</sup>, 2009 and revised on November 13<sup>th</sup>, 2009 to provide as follows:

1. The Town of Geneva shall have the authority to contract for and construct the water improvements project described above.
2. The Town of Geneva shall have access to the project and improvements for the purposes of repair and maintenance for the useful life of tanks.
3. All other terms and agreements contained in the original Inter-Municipal Agreement dated April 29<sup>th</sup>, 2009 and revised on November 13<sup>th</sup>, 2009 and as amended shall remain in full force and effect.

**WHEREAS**, the approval of the Inter-Municipal Agreement Amendment is needed to move forward with this project.

**NOW THEREFOR IT BE RESOLVED**, the Town of Seneca approves the amendments made to the Inter-Municipal Agreement with the Town of Geneva.

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**Resolution #36-20**

*Authorization to Pay the Audited Vouchers*

| <b>CLAIM</b>           | <b>CLAIM NUMBER</b> | <b>IN THE AMOUNT OF</b> |
|------------------------|---------------------|-------------------------|
| GENERAL                |                     |                         |
| HIGHWAY                |                     |                         |
| SEWER                  |                     |                         |
| HALL LIGHTING          |                     |                         |
| STANLEY LIGHTING       |                     |                         |
| SENECA CASTLE LIGHTING |                     |                         |
| WATER                  |                     |                         |
| TRUST AND AGENCY       |                     |                         |

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