

SENECA TOWN BOARD ORGANIZATIONAL MEETING

January 2, 2018

4:00 PM

Supervisor Wickham called the meeting to order at 4:00 pm. Also present were:

Charles Smith, Councilman

Jason Mosher, Councilman

Howard Keeney, Councilman

James Malyj, Councilman

Kate Silverstrim, Town Clerk

Shana Jo Hilton, Assessor

Jerry Hoover, CEO

James Lawson, Highway & Water Superintendent

- I. Pledge of Allegiance led by Supervisor Wickham
- II. Roll Call was dispensed with
- III. Approval of Agenda by Councilman Keeney, seconded by Councilman Malyj, and carried
- IV. Oaths of office taken by Supervisor Wickham, Town Clerk Kate Silverstrim, Highway Superintendent James Lawson, Councilmen Keeney, and Councilman Malyj.
- V. Privilege of the Floor – no one wished to speak.
- VI. Organization Resolutions:

1. RESOLVED THAT the regular meetings of the Seneca Town Board, for the year 2018, shall be held each month on the 3rd Tuesday, beginning at 7:30 pm.
2. RESOLVED THAT the Investment Policy (original adoption 01/04/99) be adopted as edited and reviewed on January 2, 2018.
3. RESOLVED THAT the Procurement Policy (original adoption 07/19/94) be adopted as reviewed on January 2, 2018.
4. RESOLVED THAT the Town of Seneca Volunteer Emergency Personnel Policy (original adoption 06/19/06) be adopted as reviewed on January 2, 2018.
5. RESOLVED THAT the Alcohol and Drug Testing Policy (original adoption 04/00) be adopted as reviewed on January 2, 2018.
6. RESOLVED THAT the Revised Health and Dental Care Policy (original adoption 01/01/10) be adopted as edited and reviewed on January 2, 2018.
7. RESOLVED THAT the Comprehensive Emergency Management Plan (original adoption 02/12) be adopted as reviewed on January 2, 2018.
8. RESOLVED THAT the Ethics Policy (original adoption 01/04/10) be adopted as reviewed on January 2, 2018.
9. RESOLVED THAT the Rules of Order (original adoption 02/12) be adopted as edited and reviewed on January 2, 2018.
10. RESOLVED THAT the Finger Lakes Times be the official newspaper for the Town of Seneca.

Resolutions 1 – 10 were approved on motion of Councilman Mosher, seconded by Councilman Malyj and carried unanimously.

Supervisor Wickham wished to note that we have not designated a Town Engineer in the following resolution. Previously the Town has designated Clark, Patterson, Lee Engineering Firm, however, due to a current issue, we have chosen not to designate an engineer. We will continue to use Clark, Patterson, Lee at this time.

11. 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, COUNCILMAN MOSHER will act in this capacity
- iii. JAMES LAWSON is 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.
- iv. DONALD KINNEY be appointed Deputy Highway Superintendent
- v. KATE SILVERSTRIM be appointed Registrar of Vital Statistics and Collecting Agent of Seneca Town Water District
- vi. SHANA JO HILTON be appointed 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 and Safety Officer
- viii. GORDON FREIDA be appointed Deputy Zoning & CEO
- ix. JAMES LAWSON be appointed Water Superintendent
- x. JANE WOLFE 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 (Ontario County) be appointed Health Officer
- xvii. MICHAEL ROULAN, ESQ. be appointed the Town Attorney
- xviii. CAROL GOLDEN be appointed Financial Consultant.

This resolution was approved on motion of Councilman Keeney, seconded by Councilman Malyj. Motion carried. Councilman Mosher abstained.

12. RESOLVED THAT the regular work week remains at 40 hours.
13. RESOLVED THAT the Water Superintendent and Public Works Maintenance Assistant will read the water meters.
14. RESOLVED THAT the Highway 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.
15. RESOVLED THAT Rick Jantzen is reappointed to the ZBA
16. RESOLVED THAT Scott Hunt is reappointed to the Planning Board.
17. RESOLVED THAT Cliff Earl is reappointed to the Agricultural Committee.
18. RESOLVED THAT the following be named to the Landfill Advisory Committee: Mary Frarey, Wilma Kean, Jason Dunham, Shana Jo Hilton and Tim Scoon.
19. 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.

Resolutions 12-19 were approved on motion of Councilman Smith, seconded by Councilman Mosher and carried unanimously.

20. RESOLVED THAT the Supervisor shall be and hereby is authorized to pay the following claims prior to town audit: retirement, electric, postage for water bills, telephone, cellular phone, radio maintenance, hospitalization insurance, social security (town share), light district service contract, town approved payroll, note payments and any invoices that are due prior to the date of the board meeting.

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 2018;

NAME	POSITION	2018
ANDREW WICKHAM	SUPERVISOR	\$15,187.00
ANDREW WICKHAM	BUDGET OFFICER	\$2,760.00
CHARLES SMITH	COUNCILMAN	\$3,800.00
HOWARD KEENEY	COUNCILMAN	\$3,800.00
JASON MOSHER	COUNCILMAN	\$3,800.00
JAMES MALYJ	COUNCILMAN	\$3,800.00
KATE SILVERSTRIM	TOWN CLERK	\$30,056.00
KATE SILVERSTRIM	TAX COLLECTOR	\$4,774.00
KATE SILVERSTRIM	COLLECTING AGENT	\$9,623.00
JERRY HOOVER	ZONING & CEO	\$59,292.00
JERRY HOOVER	PART-TIME CLERK	\$14,255.00
SHANA JO HILTON	SOLE APPT. ASSESSOR	\$36,738.00
SHANA JO HILTON	PARTTIME BOOKKEEPER/CLERK	\$25,718.00
SHANA JO HILTON	HIGHWAY CLERK	\$3,003.00
SHANA JO HILTON	DEPUTY TAXCOLLECTOR	\$1,464.00
SHANA JO HILTON	DEPUTY TOWNCLERK	\$3,003.00
DAVID CAMPBELL	TOWN JUSTICE	\$11,619.00
PAUL HOOD	TOWN JUSTICE	\$11,619.00
JAMES LAWSON	HIGHWAY SUPERINTENDENT	\$63,182.00
DONALD KINNEY	DEPUTY HIGHWAY SUPT	\$25.70

BRANDON AYERS	MEO	\$23.31
AARON SMITH	MEO	\$23.31
RODNEY SWARTLEY	MEO	\$23.31
JAMES ELDREDGE	MECHANIC	\$23.31
MICHAEL MURPHY	MEO	\$23.31
JAMES LAWSON	WATER SUPERINTENDENT	\$15,000.00
BEN KARLSEN	PW MAINTENANCE ASST.	\$24.95
LABORERS	Low	\$12.41
	High	\$13.87
JAMES LAWSON	SEWER STIPEND	\$2,000.00
JERRY HOOVER	SAFETY OFFICER	\$1,075.00
SUSAN CAMPBELL	COURT CLERK	\$13.22
JAMES MCCAIG	CONSTABLE	\$64.58
JANE WOLFE	HISTORIAN	\$1,943.00
MICHAEL ROULAN	TOWN ATTORNEY	\$6,463.00

22. RESOLVED THAT the rate for mileage traveled by town employees using private vehicles shall be 54.5 cents per mile.

23. 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.

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

1" service (3/4" meter)	\$1,600
1 1/2" service	3,000
2" service	3,800

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
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25. 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.

26. 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.

27. 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.

28. 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.
29. 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.
30. 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%.
31. 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.

Resolutions 20-31 were approved on motion of Councilman Keeney, seconded by Councilman Mosher, and carried unanimously.

With no further business, the meeting was adjourned at 4:08 pm on motion of Councilman Smith, seconded by Councilman Malyj and carried unanimously.

Kate Silverstrim, Clerk
Town of Seneca