

TOWN OF SENECA
ORGANIZATIONAL MEETING
January 2, 2019

The organizational meeting of the Seneca Town Board, County of Ontario, State of New York was held on the 2nd day of January, 2019 at the Seneca Town Hall, 3675 Flint Road, Stanley, NY 14561 at 5:00 PM.

PRESENT:

Andrew Wickham, Supervisor
Charles Smith, Councilman
Howard Keeney, Councilman
Kate Silverstrim, Town Clerk
Jerry Hoover, CEO

Jason Mosher, Councilman
James Malyj, Councilman
Shana Jo Hilton, Assessor
James Lawson, Highway & Water Superintendent

Supervisor Wickham called the organizational meeting to order at 5:00PM, then led the pledge of allegiance. Roll call was passed over as all in attendance were acquainted.

Approval of Agenda

Supervisor Wickham requested an addition to the agenda. After the first privilege of the floor, he would like to add the Oath of Office for Justice Hood.

On motion made by Councilman Mosher, seconded by Councilman Smith, to amend the agenda for the January 2, 2019 organizational meeting. Motion carried.

On motion made by Councilman Keeney, seconded by Councilman Smith, to approve the agenda as amended. Motion carried.

Privilege of the Floor

No one wished to speak at this time.

Oath of Office

Supervisor Wickham administered the Oath of Office to Justice Paul Hood.

Organizational Resolutions

1. RESOLVED THAT the regular meetings of the Seneca Town Board, for the year 2019, 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, 2019.
3. RESOLVED THAT the Procurement Policy (original adoption 07/19/94) be adopted as reviewed on January 2, 2019.
4. RESOLVED THAT the Town of Seneca Volunteer Emergency Personnel Policy (original adoption 06/19/06) be adopted as reviewed on January 2, 2019.
5. RESOLVED THAT the Alcohol and Drug Testing Policy (original adoption 04/00) be adopted as reviewed on January 2, 2019.
6. RESOLVED THAT the Revised Health and Dental Care Policy (original adoption 01/01/10) be adopted as edited and reviewed on January 2, 2019.
7. RESOLVED THAT the Comprehensive Emergency Management Plan (original adoption 02/12) be adopted as reviewed on January 2, 2019.
8. RESOLVED THAT the Ethics Policy (original adoption 01/04/10) be adopted as

reviewed on January 2, 2019.

9. RESOLVED THAT the Sexual Harassment Policy (original adoption 10/16/18) be adopted as reviewed on January 2, 2019.
10. RESOLVED THAT the Rules of Order (original adoption 02/12) be adopted as edited and reviewed on January 2, 2019.
11. RESOLVED THAT the Finger Lakes Times be the official newspaper for the Town of Seneca.

On motion made by Councilman Smith, seconded by Councilman Mosher, resolutions 1 through 11 were:

ADOPTED AYES 5
 NAYS 0

12. 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 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 and Safety Officer
- viii. The TOWN OF GORAM Code Enforcement Officer be appointed Deputy Zoning & Code Enforcement Officer
- ix. JAMES LAWSON be appointed Water Superintendent
- x. KATHERINE MASTELLAR 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.

On motion made by Councilman Smith, seconded by Councilman Mosher, this resolution was:

ADOPTED AYES 4
 NAYS 0
 ABSTAIN 1 – Malyj

13. RESOLVED THAT the regular work week remains at 40 hours.
14. RESOLVED THAT the Water Superintendent and Public Works Maintenance Assistants will read the water meters.
15. 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.
16. RESOLVED THAT Todd Hoover is reappointed to the ZBA
17. RESOLVED THAT Mary Bodine is reappointed to the Planning Board.
18. RESOLVED THAT Ken Snyder is reappointed to the Agricultural Committee.
19. RESOLVED THAT the following be named to the Landfill Advisory Committee: Mary Frarey, Wilma Kean, Jason Dunham, Shana Jo Hilton and Tim Scoon.
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.
21. 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.

On motion made by Councilman Malyj, seconded by Councilman Smith, resolutions 13 through 21 were:

ADOPTED AYES 5
 NAYS 0

22. 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	\$15,643.00
ANDREW WICKHAM	BUDGET OFFICER	\$2,843.00
CHARLES SMITH	COUNCILMAN	\$3,914.00
HOWARD KEENEY	COUNCILMAN	\$3,914.00
JASON MOSHER	COUNCILMAN	\$3,914.00

JAMES MALYJ	COUNCILMAN	\$3,914.00
KATE SILVERSTRIM-JENSEN	TOWN CLERK	\$35,156.00
KATE SILVERSTRIM-JENSEN	TAX COLLECTOR	\$5,599.00
KATE SILVERSTRIM-JENSEN	COLLECTING AGENT	\$11,198.00
JERRY HOOVER	ZONING & CEO	\$61,071.00
JERRY HOOVER	PART-TIME CLERK	\$14,683.00
SHANA JO HILTON	SOLE APPT. ASSESSOR	\$37,840.00
SHANA JO HILTON	PART TIME	\$26,490.00
SHANA JO HILTON	HIGHWAY CLERK	\$3,093.00
SHANA JO HILTON	DEPUTY TAX COLLECTOR	\$1,508.00
SHANA JO HILTON	DEPUTY TOWN CLERK	\$3,093.00
DAVID CAMPBELL	TOWN JUSTICE	\$11,968.00
PAUL HOOD	TOWN JUSTICE	\$11,968.00
JAMES LAWSON	HIGHWAY SUPERINTENDENT	\$65,077.00
DK	DEPUTY HIGHWAY SUPT	\$26.99
BA	MEO	\$24.48
AS	MEO	\$24.48
RS	MEO	\$24.48
MM	MEO	\$24.48
JE	MECHANIC	\$24.48
JAMES LAWSON	WATER SUPERINTENDENT	\$15,450.00
BP	PWMA	\$23.38
TC	PWMA	\$19.57
RC	PWMA	\$23.82
LABORERS	Low	\$12.78
	High	\$14.29
JAMES LAWSON	SEWER STIPEND	\$2,000.00
JERRY HOOVER	SAFETY OFFICER	\$1,107.00
SC	COURT CLERK	\$13.62
JM	CONSTABLE	\$66.52
KATHERINE MASTELLAR	HISTORIAN	\$2,001.00
MICHAEL ROULAN	TOWN ATTORNEY	\$6,657.00

On motion made by Councilman Keeney, seconded by Councilman Mosher, this resolution was:

ADOPTED AYES 5
 NAYS 0

23. RESOLVED THAT the rate for mileage traveled by town employees using private vehicles shall be 58 cents per mile.
24. 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.

25. 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

26. 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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27. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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%.

33. 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.

Supervisor Wickham presented an amendment to Resolution #23-19 - the mileage reimbursement rate has increased and proposed the change from 54.5 to 58 cents per mile.

On motion made by Councilman Mosher, seconded by Councilman Smith, to amend Resolution #23-19. Motion Carried.

On motion made by Councilman Mosher, seconded by Councilman Malyj, resolutions 23 as amended through 33 were:

ADOPTED AYES 5
 NAYS 0

New Business

RESOLUTION #34-18: AUTHORIZE PURCHASE OF BACKHOE FOR WATER DEPARTMENT

WHEREAS, the Town of Seneca 2019 Adopted Budget includes funds for the purchase of a backhoe for the Water Department; and

WHEREAS, Quote #18040289 from Five Star Equipment for the purchase of a 2019 John Deere 310SL Backhoe Loader for \$105,000.00 under NYS OGS Contract #PC67075 is presented for consideration; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the purchase detailed in Quote #18040289 and authorizes the Water Superintendent to complete any necessary documentation to execute this purchase for a total cost not to exceed \$105,000.00 to be charged to the 2019 Adopted Budget line SW1-8340.2 (Water Transmission & Distribution – Capital Equipment).

On motion made by Councilman Smith, seconded by Councilman Keeney, this resolution was:

ADOPTED AYES 5
 NAYS 0

Old Business

Regarding the Cornell Certiorari, Supervisor Wickham reported that although we had anticipated a decision upon the retirement of the judge, the judge’s appointment was extended by two additional years. This does not mean we will wait two years, however, we hope to have a decision within the next week.

Privilege of the Floor

No one wished to speak at this time.

With no further business, the organizational meeting was adjourned at 5:11pm on motion of Councilman Keeney, seconded by Councilman Mosher. Motion carried.

Kate Silverstrim-Jensen, Town Clerk
Town of Seneca