

**TOWN OF SENECA**  
REGULAR MEETING AGENDA  
JANUARY 19<sup>TH</sup>, 2021

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7:15 PM Court Justice Audit

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. Water Project update
  - b. COVID-19 update
  - c. Casella Scholarship
6. Approve Minutes of December 15<sup>th</sup>, 2020 Regular Meeting & January 5<sup>th</sup>, 2021 Organizational Meeting
7. Communications
  - a. Notice of Revision to the Public Service Guidance
8. Reports:

Highway
Water
CEO
Assessor
Town Clerk
Historian
Casella

9. Accept Supervisor, Town Clerk, and CEO Financial Reports
10. Warrants:
  - a. **Resolution #38-21:** 2020 Warrants
  - b. **Resolution #39-21:** 2021 Warrants
11. New Business
  - a. **Resolution #40-21-** Authorization to Approve Excess Property
  - b. **Resolution #41-21-** Town Clerk Annual Report
  - c. **Resolution #42-21-** Accept Highway 284 Agreement
  - d. **Resolution #43-21-** Authorization to Accept Fuel Quotes
  - e. **Resolution #44-21-** Approve NYSEG Annual Blanket Excavation Permit
  - f. **Resolution #45-21-** Adopt the 2021 Town of Seneca Fee Schedule
  - g. **Resolution #46-21-** Authorization to Accept Residential Composting Program
  - h. **Resolution #47-21-** Authorize 2020 Budget Transfers
  - i. **Resolution #48-21-** Approve COVID-19 Emergency Relief Plan
12. Old Business
13. Privilege of the Floor
14. Adjournment

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**Resolution # 38-21**

Authorization to Pay the 2020 Audited Vouchers

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

**Resolution # 39-21**

Authorization to Pay the 2021 Audited Vouchers

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

**Resolution #40-21**

Authorization to Approve Excess Property

**WHEREAS** the following equipment has exhausted its useful life and is no longer necessary to operations:

- Water Department: 2016- Blue Chevy single cab pick-up truck with mileage of 64,000.

**NOW THEREFORE BE IT RESOLVED** the above-mentioned items are hereby declared surplus equipment and shall be auctioned, donated, recycled or junked as is applicable.

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**Resolution #41-21**

Accept Town Clerk Annual Report

**WHEREAS** in accordance with Town Law § 123, the Seneca Town Clerk has provided the Town Board of the Town of Seneca with her annual report and accounting records; and

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby accepts the annual report of the Seneca Town Clerk and finds the account records to be in order.

**Resolution #42-21**

Accept 2021 Highway 284 Agreement for the Expenditure of Highway Monies

**WHEREAS** the Seneca Town Highway Superintendent Presents the 2021 agreement for the expenditure of Highway Monies pursuant to the provisions of Section 284 of the Highway Law; and

**WHEREAS** this agreement details the proposed expenditure of \_\_\_\_\_ for general and permanent repairs on over 75 miles of town highways; and

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby accepts the 2021 agreement for the expenditure of highway monies as presented.

**Resolution #43-21**

Authorization to Accept Fuel Quotes

**WHEREAS** New York State has updated their fuel contract beginning in March 2019 and it no longer includes non-ethanol fuel; and

**WHEREAS** in accordance with the Town of Seneca Procurement Policy, the Highway Superintendent has made a good faith effort to collect written quotes for the supply and delivery of non-ethanol fuel; and

**WHEREAS** it is the recommendation of the Highway Superintendent to accept the 2021 quote from NOCO Energy Corporation; and

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby accepts the quote from NOCO and authorizes the Highway Superintendent to execute the ongoing purchase of non-ethanol fuel in accordance with the Town of Seneca Procurement Policy.

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**Resolution #44-21**

Approve the 2021 Excavation Permit for Gas Installation

**WHEREAS** New York State Electric and Gas corporation (NYSEG) has requested a blanket permit from the Town of Seneca to install gas services within the Right-Of-Way on all Town Highways from January 1, 2021 thru December 31, 2021; and

**WHEREAS** it is the recommendation of the Highway Superintendent to authorize this permit; and

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby authorizes the 2021 excavation permit for NYSEG and directs the Highway Superintendent to sign and return said permit.

**Resolution #45-21**

Revise & Adopt the 2021 Town of Seneca Fee Schedule

**WHEREAS** the Town Board of the Town of Seneca wishes to provide residents with a comprehensive schedule of town fees that is clear and accessible to all; and

**WHEREAS** the Town Clerk presents the Town of Seneca Fee Schedule document detailing town fees for all departments; and

**WHEREAS** a couple of revisions need to be made to said fee schedule on the Water & Sewer table; and

**WHEREAS** (1) the rate for water sold to town residents per thousand gallons after 6,000 will increase from \$2.80 to \$2.85; (2) the rate for water sold to the Town of Benton and Hopewell per thousand gallons will be changed from \$2.75 to \$3.14 (per the IMA); (3) the rate for Sewer Installation in the Town of Seneca will decrease from \$10,000 to \$2,000 per the Sewer Rate Study; and (4) the Sewer Consumption Rate will change from \$5.00 per thousand gallons to a minimum of \$150 up to 3,000 gallons and \$7.53 per thousand gallons thereafter.

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby makes said revisions to the Town of Seneca Fee Schedule and directs the Town Clerk to make those changes on those lines of the fee schedule and post this document at the Town Hall, on the Town's Website and in any other appropriate locations.

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**Resolution #46-21**

Authorization to Accept Residential Composting Contract

**WHEREAS** the Town Board of the Town of Seneca wishes to provide residents with a composting program; and

**WHEREAS** it is the Town Supervisor's recommendation to approve a contract with Impact Earth; and

**WHEREAS** said contract will start with a monthly pickup and replacement of 2 64-gallon totes located at the Town's transfer station. Town residents can place their acceptable household compost waste in these totes. The town will work to educate and promote this program by having information on acceptable household waste available at the town hall, on the town's website and Facebook page.

**WHEREAS** the monthly cost at the expected usage for this program is \$40.00/ month for a total 12-month cost of \$480.00 at which Impact Earth will try to adjust the usage of said contract as needed; and

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby accepts the contract from Impact Earth for a residential composting program.

**Resolution #47-21**

Authorize 2020 Budget Transfers

**WHEREAS** the bookkeeper and Budget Officer of the Town of Seneca are requesting to make the following transfers to the 2020 budget; and

<b>FUND</b>	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>
General (A)			
Highway (DA)			
Water (SW1)			

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby authorizes the bookkeeper to make the above transfers to the 2020 budget.

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**Resolution #48-21**

Approve COVID-19 Emergency Relief Plan

**WHEREAS** the State of New York communicated to the Town of Seneca (and other towns and counties) that that it was necessary to come up with and post a Public Health Emergency Pandemic Plan; and

**WHEREAS** this plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable; and

**WHEREAS** the Town of Seneca has applied the correct details (applicable to our town) to a template plan that was created for the NYS Association of Counties; and

**WHEREAS** the Town of Seneca Town Board has reviewed and hereby approves the Public Health Emergency Pandemic Plan for the Town of Seneca.