

**TOWN OF SENECA**  
**ORGANIZATIONAL MEETING MINUTES**  
**JANUARY 4<sup>TH</sup>, 2021**

The Regular Meeting of the Seneca Town Board, County of Ontario, State of New York was held at 3675 Flint Road, Stanley, NY 14561 on the 4<sup>th</sup> day of January 2021 at 4:00 PM.

<b>PRESENT</b>	
Drew Wickham	Supervisor
Jason Mosher	Deputy Supervisor/ Councilman
Howard Keeney	Councilman
Jim Malyj	Councilman
Jesse Orbaker	Councilman
Haley Eagley	Town Clerk
Shana Jo Hilton	Bookkeeper/ Assessor
Jerry Hoover	Code Enforcement Officer
Jim Lawson	Highway Department
Shaun Kunes	Highway MEO
Brian Prater	Water Superintendent
Kathy Mastellar	Town Historian

Supervisor Wickham called the regular Town Board Meeting to order at 4:00 PM and led the Pledge of Allegiance. Roll call was dispensed as everyone in attendance was acquainted.

**APPROVAL OF AGENDA**

Supervisor Wickham looked for a motion to approve the agenda for tonight's meeting. The approval was motioned by Councilman Mosher and seconded by Councilman Orbaker.

**PRIVILEGE OF THE FLOOR**

Supervisor Wickham gave privilege of the floor and nobody wished to speak at this time.

**OATHS OF OFFICE**

Supervisor Wickham started in with Oaths of Office for the 2022 year. Asking each individual separately to raise their right hand, repeat the oath, and sign the oath; The 2022 Oaths of office were the following:

<b>Name</b>	<b>Position</b>	<b>Completed By</b>
Andrew Wickham	Town Supervisor	Haley Eagley
Haley Eagley	Town Clerk	Andrew Wickham
James Lawson	Highway Superintendent	Andrew Wickham
Shaun Kunes	Deputy Highway Superintendent	Andrew Wickham
Howard Keeney	Town Councilman	Andrew Wickham
Jim Malyj	Town Councilman	Andrew Wickham

**RESOLUTIONS**

Supervisor Wickham started by mentioning that the Organizational Resolutions would be approved in blocks. Councilman Mosher abstained from Resolution #12-22 as his name was listed in the description. The resolution blocks are as follows (see next page for a listing of resolutions that were passed):

Block #1	Block #2	Block #3	Block #4	Block #5	Block #6
#1-22 Thru #11-22	#12-22	#13-22 thru #21-22	#22-22	#23-22 thru #29-22	#30-22 thru #33-22
Resolution #34-22, #35-22 and #36-22 were all voted on separately as they were not part of regular Organizational Meeting Business.					

**PRIVILEGE OF THE FLOOR**

Supervisor Wickham gave privilege of the floor again and nobody wished to speak at this time.

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**ADJOURNMENT**

Supervisor Wickham looked for a motion to adjourn the 2022 Organizational Town Board meeting. Motion was made by Councilman Mosher; Seconded by Councilman Keeney and the 2022 Organizational Town Board Meeting was adjourned at 4:11 PM.

Respectfully,  
 Haley Eagley, Town Clerk

**RESOLUTIONS**

Res. #	Title	Adoption			Motioned By	Seconded By
		Ayes	Nays	Abst.		
#1-22	Town Board Meeting Schedule	5	0	0	Councilman Keeney	Councilman Malyj
#2-22	Investment Policy					
#3-22	Procurement Policy					
#4-22	Volunteer Emergency Personnel Policy					
#5-22	Alcohol & Drug Testing Policy					
#6-22	Revised Health & Dental Care Policy					
#7-22	Comprehensive Emergency Management Plan					
#8-22	Ethics Policy					
#9-22	Sexual Harassment Policy					
#10-22	Rules of Order					
#11-22	Official Newspaper- Finger Lakes Times					
#12-22	Town Fee Schedule					
#13-22	Appointees <i>Councilman Mosher wished to Abstain from this as he is listed in this resolution</i>	4	0	1	Councilman Orbaker	Councilman Keeney
#14-22	Regular work week- 40 hours	5	0	0	Councilman Mosher	Councilman Orbaker
#15-22	Water Meter Readings					
#16-22	Purchasing without Prior Approval					
#17-22	ZBA Appointee- Kate Silverstrim-Jensen					
#18-22	Planning Board Appointee- Tim Marks					
#19-22	Agricultural Committee Appointee- John Karszes					
#20-22	Landfill Advisory Committee					
#21-22	Committees & Board Schedule					
#22-22	Necessary Prepaid Bills					
#23-22	Personnel Salaries	5	0	0	Councilman Malyj	Councilman Mosher
#24-22	Mileage Reimbursement	5	0	0	Councilman Keeney	Councilman Mosher
#25-22	Water Installment Schedule					
#26-22	Water Service Fees					

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#27-22	Water Service Fee over 150' from R.O.W.					
#28-22	Meter Pits for Larger Services					
#29-22	Returned Check Fees					
#30-22	Nepotism Policy					
#31-22	Taking Town Vehicles Home					
#32-22	No Charge for Water to Town Properties	5	0	0	Councilman Malyj	Councilman Orbaker
#33-22	Division of Fire Protection Funds from Casella					
#34-22	Town Attorney Compensation					
#35-22	Authorize Executive Order #11.1	5	0	0	Councilman Keeney	Councilman Malyj
#36-22	Generator Maintenance Agreement	5	0	0	Councilman Orbaker	Councilman Mosher
#37-22	2022 Cooperative Gas & Electricity Supply Bid	5	0	0	Councilman Keeney	Councilman Malyj

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RESOLUTION NUMBER	RESOLUTION TITLE	ADOPTION			MOTIONED BY	SECONDED BY
		Ayes	Nays	Abst.		
#1-22	Town Board Meeting Schedule	5	0	0	Councilman Keeney	Councilman Malyj
#2-22	Investment Policy					
#3-22	Procurement Policy					
#4-22	Volunteer Emergency Personnel Policy					
#5-22	Alcohol and Drug Testing Policy					
#6-22	Revised Health & Dental Care Policy					
#7-22	Ethics Policy					
#8-22	Comprehensive Emergency Management Plan					
#9-22	Sexual Harassment Policy					
#10-22	Rules of Order					
#11-22	Official News Paper: Finger Lakes Times					
#12-23	Appointees <i>Councilman Mosher wished to Abstain from this as he is listed in this Resolution</i>	4	0	1	Councilman Orbaker	Councilman Malyj
#13-22	Regular Work Week- 40 hours	5	0	0	Councilman Mosher	Councilman Keeney
#14-22	Water Meter Readings					
#15-22	Purchasing without Prior Approval					
#16-22	ZBA Appointee- Norbert Amberg					
#17-22	Planning Board Appointee- Bob Rhodes					
#18-22	Agricultural Committee Appointee- Casey Kunes					
#19-22	Landfill Committee					
#20-22	Committees and Boards Schedule					
#21-22	Necessary Prepaid Bills					
#22-22	Personnel Salaries					
#23-22	Mileage Reimbursement					
#24-22	Water Installment Schedule					
#25-22	Water Service Fees					
#26-21	Water Service Fee over 150 feet from Right of Way					
#27-21	Meter Pits for larger service					
#28-21	Returned Check Fees					
#29-21	Nepotism Policy					
#30-21	Taking Town Vehicles home					
#31-21	No Charge for Water to Town Properties					
#32-21	Division of Fire Protection Funds from Casella					
#33-21	Town Attorney Compensation					
#34-21	Authorize Highway Purchase of Truck	5	0	0	Councilman Malyj	Councilman Keeney
#35-21	Authorize Water Purchase of Pick-Up	5	0	0	Councilman Orbaker	Councilman Malyj
#36-21	Authorize Tax Collector to Increase Petty Cash Drawer	5	0	0	Councilman Keeney	Councilman Malyj
#37-21	Authorization to Pay the 2020 Audited Vouchers	5	0	0	Councilman Malyj	Councilman Mosher
#38-21	Authorization to Pay the 2021 Audited Vouchers	5	0	0	Councilman Keeney	Councilman Orbaker