

TOWN OF SENECA
ORGANIZATIONAL AGENDA
JANUARY 4TH, 2023

4:30 PM Organizational Board Meeting

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Oaths of Office

Paul Hood	Town Justice
Randy Coolbaugh	Water Superintendent
Brian Prater	Deputy Water Superintendent

6. Organizational Resolutions
 - a. **Resolution #1-23 through #13-23 (as a block)**
 - b. **Resolution #14-23**
 - c. **Resolution #15-23 through #36-23 (as a block)**
7. New Business
 - a. **Resolution #37-22**- Authorize Executive Order No. 11.1
 - b. **Resolution #38-22**- Authorize 2023 Cooperative Electricity & Gas Supply Bid
8. Old Business
9. Privilege of the Floor
10. Adjournment

RESOLUTIONS & MOTIONS

TOWN OF SENECA

Organizational Board Meeting

January 4th, 2023

TOWN OF SENECA
ORGANIZATIONAL RESOLUTIONS
JANUARY 4TH, 2023

Resolution #1-23	Resolved that , the regular meetings of the Seneca Town Board, for the year 2023, shall be held each month on the third (3 rd) Tuesday, beginning at 7:30 PM.
Resolution #2-23	Resolved that , the Investment Policy (original adoption 1/04/1999) be adopted as edited and reviewed on January 4, 2023.
Resolution #3-23	Resolved that , the Procurement Policy (original adoption 7/19/1994) be adopted as edited and reviewed on January 4, 2023.
Resolution #4-23	Resolved that , the Town of Seneca Volunteer Emergency Personnel Policy (original adoption 06/19/06) be adopted as reviewed on January 4, 2023.
Resolution #5-23	Resolved that , the Alcohol and Drug Testing Policy (original adoption 04/00) be adopted as reviewed on January 4, 2023.
Resolution #6-23	Resolved that , the Revised Health and Dental Care Policy (original adoption 01/01/10) be adopted as edited and reviewed on January 4, 2023.
Resolution #7-23	Resolved that , the Comprehensive Emergency Management Plan (original adoption 02/12) be adopted as reviewed on January 4, 2023.
Resolution #8-23	RESOLVED THAT the Ethics Policy (original adoption 01/04/10) be adopted as reviewed on January 4, 2023.
Resolution #9-23	Resolved that , the Sexual Harassment Policy (original adoption 10/16/18) be adopted as reviewed on January 4, 2023.
Resolution #10-23	Resolved that , the Budget Transfer Policy be adopted as reviewed on January 4 th , 2023
Resolution #11-23	Resolved that , the Rules of Order (original adoption 02/12) be adopted as edited and reviewed on January 4, 2023.
Resolution #12-23	Resolved that , the Finger Lakes Times be the official newspaper for the Town of Seneca.
Resolution #13-23	Resolved that , the Fee Schedule (original adoption 1/15/2019) be adopted as edited and reviewed on January 4, 2023.

TOWN OF SENECA
ORGANIZATIONAL RESOLUTIONS
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Resolution #14-23: RESOLVED THAT			
1	COUNCILMAN MOSHER	be appointed	Deputy Supervisor
2	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.
3	BRIAN PRATER	be 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.
4	SHAUN KUNES	be appointed	Deputy Highway Superintendent
5	HALEY EAGLEY	be appointed	Registrar of Vital Statistics, collecting agent of Seneca Town Water District, Billing Agent of Seneca Town Water District, and Safety Coordinator.
6	SHANA JO HILTON	be appointed	Sole-Appointed Assessor; Deputy Town Clerk; Deputy Registrar of Vital Statistics; Deputy Tax Collector; Part-Time Bookkeeper; and Highway Clerk.
7	JERRY HOOVER	be appointed	Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building and Grounds.
8	TOWN OF GORHAM CODE ENFORCEMENT OFFICER	be appointed	Deputy Zoning and Code Enforcement Officer
9	RANDY COOLBAUGH	be appointed	Water/Sewer Superintendent
10	BRIAN PRATER	be appointed	Deputy Water Superintendent
10	KATHERINE MASTELLAR	be appointed	Historian
12	ONTARIO COUNTY DIRECTOR OF PUBLIC HEALTH	be appointed	The Town Health Officer (Currently Mary Beer; Term: Jan. 1, 2022 – Dec. 31, 2025)
13	MICHAEL ROULAN, ESQ.	be appointed	The Town Attorney
14	CAROL GOLDEN	be appointed	The Town Financial Consultant

TOWN OF SENECA
ORGANIZATIONAL RESOLUTIONS
JANUARY 4TH, 2023

Resolution #15-23	Resolved that , the regular work week remains at 40 hours.
Resolution #16-23	Resolved that , the Water Superintendent and Public Works Maintenance Assistants will read the water meters.
Resolution #17-23	Resolved that , the Highway and Water/Sewer 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 to purchase off State and County Bids.
Resolution #18-23	Resolved that , Jerad Campbell is reappointed to the ZBA
Resolution #19-23	Resolved that , John Nicholas is reappointed to the Planning Board.
Resolution #20-23	Resolved that , Donald Jensen, Jr. is reappointed to the Agricultural Committee.
Resolution #21-23	Resolved that , the following be named to the Landfill Advisory Committee: Mary Frarey, Jason Dunham, Shana Jo Hilton, and Tim Scoon.
Resolution #22-23	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.
Resolution #23-23	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.

TOWN OF SENECA
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JANUARY 4TH, 2023

Resolution #24-23		
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 2023		
ANDREW WICKHAM	SUPERVISOR/BUDGET OFFICER	\$20,804.00
JESSE ORBAKER	COUNCILMAN	\$ 4,404.00
HOWARD KEENEY	COUNCILMAN	\$ 4,404.00
JASON MOSHER	COUNCILMAN	\$ 4,404.00
JAMES MALYJ	COUNCILMAN	\$ 4,404.00
HALEY EAGLEY	TOWN CLERK + OTHER DUTIES	\$ 60,365.00
JERRY HOOVER	ZONING & CEO + OTHER DUTIES	\$ 91,136.00
SHANA JO HILTON	SOLE APPT. ASSESSOR + OTHER DUTIES	\$ 82,229.00
DAVID CAMPBELL	TOWN JUSTICE	\$ 13,469.00
PAUL HOOD	TOWN JUSTICE	\$ 13,469.00
JAMES LAWSON	HIGHWAY SUPERINTENDENT + OTHER DUTIES	\$ 88,014.00
SK	DEPUTY HIGHWAY SUPERINTENDENT	\$ 29.44
TM	MEO/ MECHANIC	\$ 27.94
BA	MEO	\$ 27.94
RS	MEO	\$ 27.94
MM	MEO	\$ 27.94
RANDY COOLBAUGH	WATER + SEWER SUPERINTENDENT	\$ 68,000.00
BP	Deputy Water Superintendent/ PWMA	\$ 30.09
KM	PWMA	\$ 24.69
LABORERS	LOW-HIGH	\$ 14.24-17.94
SC	COURT CLERK	\$ 17.46
KATHERINE MASTELLAR	HISTORIAN	\$ 2,284.00
MICHAEL ROULAN	TOWN ATTORNEY	\$ 7,600.00

TOWN OF SENECA
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 JANUARY 4TH, 2023

Resolution #25-23	Resolved that , the rate for mileage traveled by town employees using private vehicles shall be .58 cents per mile.										
Resolution #26-23	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.										
Resolution #27-23	<p>Resolved that, RESOLVED THAT the fees charged by Seneca Town Water District to install new water services will be:</p> <table border="1" data-bbox="613 569 1308 642"> <tr> <td data-bbox="613 569 938 604">LABOR</td> <td data-bbox="943 569 1308 604">\$ 1,100.00</td> </tr> <tr> <td data-bbox="613 604 938 642">PARTS</td> <td data-bbox="943 604 1308 642">QUOTED UPON REQUEST</td> </tr> </table>	LABOR	\$ 1,100.00	PARTS	QUOTED UPON REQUEST						
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PARTS	QUOTED UPON REQUEST										
Resolution #28-23	Resolved that , installing new water services 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 quoted upon customer request.										
Resolution #29-23	Resolved that , 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.										
Resolution #30-23	<p>Resolved that, the fees for a service call, repairing a service, and water activation/deactivation are as follows:</p> <table border="1" data-bbox="418 1115 1503 1297"> <tr> <td data-bbox="418 1115 992 1150">Water Service Call</td> <td data-bbox="997 1115 1503 1150">\$50.00</td> </tr> <tr> <td data-bbox="418 1150 992 1186">Water Service Repair</td> <td data-bbox="997 1150 1503 1186">\$100.00 per hour + parts</td> </tr> <tr> <td data-bbox="418 1186 992 1222">Emergency/After Hours Service Call</td> <td data-bbox="997 1186 1503 1222">\$100.00</td> </tr> <tr> <td data-bbox="418 1222 992 1257">Emergency/After Hours Service Repair</td> <td data-bbox="997 1222 1503 1257">\$250.00 per hour + parts</td> </tr> <tr> <td data-bbox="418 1257 992 1297">Water Activation or Deactivation</td> <td data-bbox="997 1257 1503 1297">\$50.00 PER OCCURANCE</td> </tr> </table> <p>The option is given to have Seneca Water Department do the work or a private contractor may be hired. If the resident chooses a private contractor, the work must be performed within one week, or the water district will do the work at their rates listed above.</p>	Water Service Call	\$50.00	Water Service Repair	\$100.00 per hour + parts	Emergency/After Hours Service Call	\$100.00	Emergency/After Hours Service Repair	\$250.00 per hour + parts	Water Activation or Deactivation	\$50.00 PER OCCURANCE
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Emergency/After Hours Service Repair	\$250.00 per hour + parts										
Water Activation or Deactivation	\$50.00 PER OCCURANCE										
Resolution #31-23	Resolved that , the charge of \$30 + any bank service fees 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 #32-23	<p>Whereas the Town of Seneca desires to avoid conflicts of interest and hiring discrimination within the town;</p> <p>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.</p>										

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Resolution #33-23	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.
Resolution #34-23	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 #35-23	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 #36-23	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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JANUARY 4TH, 2023

Resolution #37-23

Authorize Participation in 2023 Cooperative Electricity & Gas Supply Bid

WHEREAS the Town of Seneca, Ontario County, New York, desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of gas & electricity; and

WHEREAS the Town of Seneca is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law §119-o; and

WHEREAS the Town of Seneca has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Town of Seneca, and making recommendations thereon; and

THEREFORE. BE IT RESOLVED the Town Board of the Town of Seneca and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties to represent it in all matter related above; and be it

FURTHER RESOLVED that the Town of Seneca authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties to represent it in all matters regarding the entering contract for the purchase of the below-mentioned commodities and/or services; and be it

FURTHER RESOLVED that the Town of Seneca agrees to assume its equitable share of the costs incurred because of the cooperative bidding; and now, therefore

BE IT FINALLY RESOLVED that the Town Board of the Town of Seneca, of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties for supply of gas and electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.