

TOWN OF SENECA
Organizational Board Meeting Agenda
January 6th, 2025 | 4:00 pm

4:00 PM Organizational Board Meeting

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Organizational Resolutions
 - a. **Resolution #1-25 through #2-25 (as a block)**
 - b. **Resolution #3-25**
 - c. **Resolution #4-25 through #18-25 (as a block)**
6. New Business
 - a. **Resolution #19-25-** Authorize Payment of 2024 Vouchers
 - b. **Resolution #20-25-** Authorize 2025 Cooperative Electricity & Gas Supply Bid
 - c. **Resolution #21-25-** Authorizing Sale of Town-Owned Real Property
 - d. **Resolution #22-25-** Approve Short Term Rental Application & Agreement
7. Old Business
 - a. Court Justice Audit: January 21st, 2025 @ 7:30 pm
8. Privilege of the Floor
9. Executive Session
 - a. For the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. There will be no new business following
10. Adjournment

Resolution #1-25	RESOLVED THAT , the regular meetings of the Seneca Town Board, for the year 2025, shall be held each month on the third (3 rd) Tuesday, beginning at 7:30 pm and naming Finger Lakes Times the official newspaper for Town Business.			
Resolution #2-25	RESOLVED THAT , the following policies with their original adoption dates be adopted as edited and reviewed on January 6, 2025:			
	POLICY	ORIGINAL ADOPTION	LAST EDITED	REVIEWED
	Investment Policy	01/4/1999	01/03/2024	01/06/2024
	Procurement Policy	07/19/1994		01/06/2024
	Volunteer Emergency Personnel Policy	06/19/2006		01/06/2024
	Alcohol & Drug Testing Policy	04/01/2000		01/06/2024
	Health & Dental Care Policy	01/01/2010	01/06/2025	01/06/2025
	Comp. Emergency Management Plan	02/01/2012		01/06/2025
	Ethics Policy	01/04/2010		01/06/2025
	Sexual Harassment Policy	10/16/2018		01/06/2025
	Rules of Order	02/01/2012		01/06/2025
	Budget Transfer Policy	01/04/2023		01/06/2025
	Town of Seneca Fee Schedule *NOTE: Short Term Rental Fees, Pavilion rate change, and water service installation rate change	01/15/2019	01/06/2025	01/06/2025
	Employee Policy	01/03/2024	01/03/2024	01/06/2025

Resolution #3-25	RESOLVED THAT,		
	INDIVIDUAL	BE APPOINTED	AS <i>(Duties)</i>
	Jason Mosher	<i>be appointed</i>	Deputy Supervisor
	James Lawson	<i>be appointed</i>	To open competitive bids on general, highway, and water department purchase contracts required to be advertised, and in his absence, COUNCILMAN MOSHER , will act in his capacity.
	Brian Prater	<i>be appointed</i>	Deputy Highway Superintendent
	Haley Eagley	<i>be appointed</i>	Registrar of Vital Statistics, Collecting Agent of Seneca Town Property Taxes, Billing Agent of Seneca Town Water District, and Safety Coordinator.
	Shana Jo Hilton	<i>be appointed</i>	Sole-Appointed Assessor; Deputy Town Clerk/ Tax Collector/Water Billing-Collector; Deputy Registrar of Vital Statistics; Part-Time Bookkeeper; and Highway Clerk.
	Jerry Hoover	<i>be appointed</i>	Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building & Grounds.
	Town of Gorham Code Enforcement Officer	<i>be appointed</i>	Deputy Zoning and Code Enforcement Officer
	James Lawson	<i>be appointed</i>	Temporary Water/Sewer Superintendent
	Cordell Rasmussen	<i>be appointed</i>	Deputy Water Superintendent
	Katherine Mastellar	<i>be appointed</i>	Historian
	Ontario County Director of Public Health	<i>be appointed</i>	Town Health Officer (Currently Kate Ott; Term: Aug. 17, 2023 - Dec. 31, 2025)
	Michael Roulan, Esq.	<i>be appointed</i>	The Town Attorney
Carol Golden	<i>be appointed</i>	The Town Financial Consultant	

Resolution #4-25	RESOLVED THAT, the regular work week remains at 40 hours.																																																																					
Resolution #5-25	RESOLVED THAT, the Water Superintendent and Public Works Maintenance Assistants will read the water meters.																																																																					
Resolution #6-25	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 #7-25	RESOLVED THAT, Anthony Marchionda be appointed to the ZBA to fill Kate Silverstrim-Jensen's vacancy with a term ending December 31, 2028.																																																																					
Resolution #8-25	RESOLVED THAT, Kristen King be appointed to the Planning Board for a term ending December 31, 2031.																																																																					
Resolution #9-25	RESOLVED THAT, the following be named to the Landfill Advisory Committee: Mary Frarey, Jason Dunham, Shana Jo Hilton, and Tim Scoon.																																																																					
Resolution #10-25	<p>RESOLVED THAT, Planning Board Meetings be held on the 4th Monday, monthly at 7:30 pm and the Zoning Board of Appeals be held on the Thursday following the 4th, Monday at 7:30 pm.</p> <div style="border: 1px solid black; padding: 5px;"> <p>IT IS STATE MANDATED that new Planning or Zoning Board members 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 State 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 3 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.</p> </div>																																																																					
Resolution #11-25	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, Retirement, and any invoices deemed necessary that are due prior to the date of the Board Meeting.																																																																					
Resolution #12-25	<p>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 2024.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">EMPLOYEE</th> <th style="text-align: center;">TITLE</th> <th style="text-align: center;">SALARY</th> </tr> </thead> <tbody> <tr> <td>Andrew Wickham</td> <td>Supervisor/ Budget Officer</td> <td style="text-align: right;">\$22,807.00</td> </tr> <tr> <td>Jason Mosher</td> <td>Councilman- JM</td> <td style="text-align: right;">\$4,831.00</td> </tr> <tr> <td>Howard Keeney</td> <td>Councilman- HK</td> <td style="text-align: right;">\$4,831.00</td> </tr> <tr> <td>Jim Malyj</td> <td>Councilman- JM</td> <td style="text-align: right;">\$4,831.00</td> </tr> <tr> <td>Jesse Orbaker</td> <td>Councilman- JO</td> <td style="text-align: right;">\$4,831.00</td> </tr> <tr> <td>Haley Eagley</td> <td>Town Clerk + Other Duties</td> <td style="text-align: right;">\$65,291.00</td> </tr> <tr> <td>Shana Jo Hilton</td> <td>Assessor + Other Duties</td> <td style="text-align: right;">\$88,931.00</td> </tr> <tr> <td>Jerry Hoover</td> <td>Zoning, CEO + Other Duties</td> <td style="text-align: right;">\$98,541.00</td> </tr> <tr> <td>James Lawson</td> <td>Highway & Water Superintendent + Other Duties</td> <td style="text-align: right;">\$96,737.00</td> </tr> <tr> <td>BP</td> <td>Deputy Highway Superintendent</td> <td style="text-align: right;">\$33.06/ hr.</td> </tr> <tr> <td>KS</td> <td>MEO/ Mechanic</td> <td style="text-align: right;">\$32.06/ hr.</td> </tr> <tr> <td>RS, PK, JH, JG</td> <td>MEO</td> <td style="text-align: right;">\$30.56/ hr.</td> </tr> <tr> <td>CR</td> <td>Deputy Water Superintendent</td> <td style="text-align: right;">\$33.06/ hr.</td> </tr> <tr> <td>KM, RC</td> <td>PWMA <i>(there are stipends for employees with Water D-Distribution, and Sewer Certification in addition to their hourly rate.)</i></td> <td style="text-align: right;">\$30.56/ hr.</td> </tr> <tr> <td>Laborers</td> <td>Low - High</td> <td style="text-align: right;">\$15.00 - \$20.00/ hr.</td> </tr> <tr> <td>Katherine Mastellar</td> <td>Historian</td> <td style="text-align: right;">\$2,470.00</td> </tr> <tr> <td>Michael Roulan</td> <td>Town Attorney</td> <td style="text-align: right;">\$8,220.00</td> </tr> <tr> <td>Planning/ ZBA</td> <td>Member (Per meeting attended)</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td>Planning/ ZBA</td> <td>Chair & Secretary (per meeting attended)</td> <td style="text-align: right;">\$100.00</td> </tr> <tr> <td>David Campbell</td> <td>Town Justice</td> <td style="text-align: right;">\$14,776.00</td> </tr> <tr> <td>Paul Hood</td> <td>Town Justice</td> <td style="text-align: right;">\$14,776.00</td> </tr> <tr> <td>SC</td> <td>Court Clerk</td> <td style="text-align: right;">\$18.88/ hr.</td> </tr> </tbody> </table>	EMPLOYEE	TITLE	SALARY	Andrew Wickham	Supervisor/ Budget Officer	\$22,807.00	Jason Mosher	Councilman- JM	\$4,831.00	Howard Keeney	Councilman- HK	\$4,831.00	Jim Malyj	Councilman- JM	\$4,831.00	Jesse Orbaker	Councilman- JO	\$4,831.00	Haley Eagley	Town Clerk + Other Duties	\$65,291.00	Shana Jo Hilton	Assessor + Other Duties	\$88,931.00	Jerry Hoover	Zoning, CEO + Other Duties	\$98,541.00	James Lawson	Highway & Water Superintendent + Other Duties	\$96,737.00	BP	Deputy Highway Superintendent	\$33.06/ hr.	KS	MEO/ Mechanic	\$32.06/ hr.	RS, PK, JH, JG	MEO	\$30.56/ hr.	CR	Deputy Water Superintendent	\$33.06/ hr.	KM, RC	PWMA <i>(there are stipends for employees with Water D-Distribution, and Sewer Certification in addition to their hourly rate.)</i>	\$30.56/ hr.	Laborers	Low - High	\$15.00 - \$20.00/ hr.	Katherine Mastellar	Historian	\$2,470.00	Michael Roulan	Town Attorney	\$8,220.00	Planning/ ZBA	Member (Per meeting attended)	\$75.00	Planning/ ZBA	Chair & Secretary (per meeting attended)	\$100.00	David Campbell	Town Justice	\$14,776.00	Paul Hood	Town Justice	\$14,776.00	SC	Court Clerk	\$18.88/ hr.
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Resolution #13-25	RESOLVED THAT, the rate for mileage traveled by town employees using private vehicles shall be 70 cents per mile.																																																																					

Resolution #14-25	RESOLVED THAT, the town desires to avoid conflicts of interest and hiring discrimination within the Town; therefore, 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 a parent, grandparent, child, grandchild, in-law, sibling, or spouse.
Resolution #15-25	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 the Town or for leave less than 3 days if the vehicle is needed for daily operation.
Resolution #16-25	RESOLVED THAT, Seneca Town Water District will provide water at no cost to the Town-Owned properties located at 3675 Flint Rd., 3649 Flint Rd., 3661 Flint Rd., and 4224 South St. Further, the Town of Seneca will not charge any rent from Seneca Water District for buildings located at 3649 Flint Rd.
Resolution #17-25	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 will receive 15%, and Seneca Castle Fire District 15%.
Resolution #18-25	RESOLVED THAT, Michael Roulan will be compensated \$200.00 per hour for services above and beyond normal Town Attorney's duties; defined as contributing to current or probable litigation.

Resolution #19-25

Authorize Payment of 2024 Audited Vouchers

WHEREAS, the Town of Seneca Town Board must authorize payment of bills within the Town each month;
and

WHEREAS, prior to authorizing, the Town Board will present claim numbers and the amount to be paid
for each department; and now, therefore

BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes payment of the remaining
2024 bills as presented.

Resolution #20-25

Authorize Participation in 2025 Cooperative Electricity and 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.

Resolution #21-25

Authorizing Sale of Town-Owned Real Property

WHEREAS, The Town of Seneca is the owner of the following parcels of land and has previously deemed these parcels as not needed for any municipal purpose and, therefore, excess property;

131.09-2-55.300

131.09-2-55.200

131.09-2-57.000

131.09-2-56.000, Partial

131.09-2-63.200

WHEREAS, this Town Board feels that it would be in the best interests of the Town to authorize these parcels of land to be sold and to return this excess property to tax rolls; and now therefore,

BE IT RESOLVED, that the Town Clerk is hereby authorized to advertise for bids to be received by January 20th, 2025 at 3:00 pm for the purchase of the parcels of land described as follows:

131.09-2-55.300

131.09-2-55.200

131.09-2-57.000

131.09-2-56.000, Partial

131.09-2-63.200

Resolution #22-25

Approve Short Term Rental Application & Agreement

WHEREAS, on September 9th, 2024, the Town of Seneca received notification from New York State that the Town of Seneca Local Law #3-2024, known as the Short-Term Rental Law”, had been officially filed on August 27th, 2024; and

WHEREAS, Local Law #3-2024, known as the “Short-Term Rental Law”, provides regulations on Short-Term Rentals within the Town of Seneca; and

WHEREAS, in accordance with the above-mentioned Local Law, the Town has created an application and agreement for Short-Term Rental Units to apply with each calendar year; and

WHEREAS, it is the recommendation of CEO Hoover for the Town Board to approve the attached agreement and application; and therefore

BE IT RESOLVED, upon reviewing the attached agreement, the Town Board of the Town of Seneca hereby approves the Short-Term Rental Application and Agreement; and therefore, be it

FURTHER RESOLVED, directs the Town Clerk to publish said paperwork on the town’s website and distribute it upon request.