

TOWN OF SENECA
REGULAR MEETING
NOVEMBER 21st, 2023

7:30 PM- Regular Meeting

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Supervisor's Report
 - a. Schedule Court Justice Audit- January 16, 2024
6. Approve Minutes of the October 17th Regular Meeting
7. Communications
 - a. DOH – Approval Washburn Ave Waterline
 - b. Trident – Notice of Rate Increase
 - c. Happy Tails Newsletter
 - d. Ontario County Soil & Water Conservation District Newsletter
 - e. Ontario County Office for the Aging Newsletter
8. Department Reports

Highway
Water
CEO
Assessor
Town Clerk
Historian
Casella

9. Accept Supervisor, Town Clerk, and CEO Reports
10. Warrants
 - a. **Resolution #85-23:** 2023 Warrants
11. New Business
 - a. **Resolution #86-23:** Adopt 2024 Operating Budget
 - b. **Resolution #87-23:** Authorize County Tax Buydown
 - c. **Resolution #88-23:** Authorize 2023 Water Relevy
 - d. **Resolution #89-23:** Authorize Excess Property (Culverts)
 - e. **Resolution #90-23:** Authorize Engineer Proposal Soil/Foundation Plan for Kidder Rd Bridge Replacement
 - f. **Resolution #91-23:** Authorize Dedication of Prospect Hill Rd
 - g. **Resolution #92-23:** Authorize Purchase of Pallet Racks for Cold Storage
 - h. **Resolution #93-23:** Authorize NYSEG – Streetlight LED Conversion
12. Old Business
 - a. 2023 Holiday Party
13. Privilege of the Floor
14. Executive Session
15. Adjournment

RESOLUTIONS & MOTIONS

TOWN OF SENECA

Regular Board Meeting

November 21st, 2023

Resolution # 85-23

Authorization to Pay the 2023 Audited Vouchers

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

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 86-23
Adopt 2024 Operating Budget

WHEREAS, the Town Board of the Town of Seneca, Having duly held a public hearing on October 17th, 2023 at 7:30 PM on the Preliminary Budget filed with the Town Clerk for Fiscal Year 2024, including general town funds, highway, water, sewer and lighting district funds, and elected officials salaries, having heard all persons desiring to be heard on the matter of the budget for the Town for Fiscal Year 2024, and having been fully discussed and considered; and

NOW, THEREFORE, BE IT RESOLVED, that the preliminary budget is hereby adopted and approved by the Town Board of the Town of Seneca as the Annual Budget for the Town of Seneca for fiscal year 2024; and

BE IT FINALLY RESOLVED, the Town Clerk shall prepare and certify the 2024 annual budget as provided by law.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 87-23
Authorize County Tax Buydown

WHEREAS, the 2023 Adopted Town Budget for the Town of Seneca includes monies in the General Fund for County Tax Reduction; and

WHEREAS, the amount budgeted is \$400,000.00; and

THEREFORE, BE IT RESOLVED the Town Board of the Town of Seneca hereby authorizes the payment of the budgeted amount \$400,000 from General account A1972.4 to the County Treasurer for the 2024 County Tax Reduction.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 88-23
Authorize 2023 Water Relevy

WHEREAS, the Town of Seneca annually reconciles their water books after October 31st; and

WHEREAS, once the reports are reconciled, any unpaid balances left from the year get handed over to Ontario County and releived on to the Town and County Property Tax Bills that come out January 1; and

WHEREAS, the Town Clerk has retrieved all the necessary reports and balanced all the necessary totals, removing any that are unable to be releived (example wholly exempt parcels) and verifying the owner and tax parcel identification number is current; and

WHEREAS, the unpaid water outstanding balances needing to be releived for 2023 total amount is \$32,484.70; and

WHEREAS, the Town Board of the Town of Seneca hereby authorizes the 2023 Unpaid Water balances be releived and directs the Town Clerk to complete the process and send this information to Ontario County.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 89-23
Authorize Excess Property (Culverts)

WHEREAS, the Town of Seneca Highway Superintendent has multiple, odd sections of culvert pipe; and

WHEREAS, these sections of culvert are no longer of use to the Town of Seneca; and

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes the Town of Seneca Highway Superintendent to dispose of the above-mentioned culverts in the manner that he sees fit.

Ayes	Nays	Abst.	Absent	Motion	Second

RESOLUTION #90-23

Authorizing Engineer Proposal

Soil/Foundation Plan for Kidder Road Bridge Replacement

WHEREAS, The Town Board of the Town of Seneca, with Highway Superintendent Lawson’s research and recommendations are preparing for the replacement of the aging Kidder Road Bridge; and

WHEREAS, part of the preparation work to complete this replacement includes an Engineering study to be completed to determine the quality of the soil beneath the existing pipes to see if it is suitable to place compacted gravel under the metal headwall, and if not, design a reinforced concrete foundation for the headwall; and

WHEREAS, HUNT Engineering has submitted a proposal dated November 3, 2023, detailing a scope of work which includes completion of soil boring (2) and geotechnical report - \$7,200, Coordination with Whitestone - \$750 and Design and coordination of footing (if needed) - \$4,200. Total cost not to exceed \$12,150.00; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the scope of services detailed in the November 3, 2023, proposal from HUNT Engineering and authorizes the Highway Superintendent to execute the agreement; and

BE IT FURTHER RESOLVED, the cost of this service shall be charged to budget line DA5110.42 (Highway Kidder Road Culvert Replacement) with the Board authorizing a budget line transfer from DA5110.4 Road Repair if completed in 2023 for a total cost not to exceed \$ 12,150.00.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution #91-23
Accept Dedication of Town Road

WHEREAS, the New York State Department of Transportation maintains a Highway Inventory of all public roads in New York State; and

WHEREAS, the Highway Superintendent, upon examination of the Town of Seneca Highway Inventory, has noted that there is a correction/addition to The Town of Seneca's inventory of public town roads; and

WHEREAS, the road known as "Prospect Hill Road" is located within the Town of Seneca jurisdiction; and

WHEREAS, Prospect Hill Road is 0.10 miles and runs from County Road 4 to County Road 4, a map of which is attached hereto; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby accepts all legal, maintenance and repair responsibility for Prospect Hill Road in the Town of Seneca, hereby certifying that this road shall be added and be included in the 2024 Highway Inventory of the Town of Seneca.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 92-23
Resolution Authorizing Purchase Pallet Racks

WHEREAS, the Town Board of the Town of Seneca with recommendations from all department heads determined the need for additional storage and constructed a cold storage building to house town assets; and

WHEREAS, to utilize the space in the most efficient way, Water Superintendent Coolbaugh has researched and secured 3 quotes for pallet racks; and

WHEREAS, after reviewing the quotes it is Water Superintendent Coolbaugh recommendation to purchase the used racks from C.N.Y Rack & Surplus in Fayetteville NY, in the amount of \$4,490.00; and

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the purchase of Pallet Racks from C.N.Y Rack & Surplus for \$4,490.00, to be charged to 2023 adopted budget line A1620.45; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Seneca hereby authorizes the Town of Seneca Water Superintendent to execute the document(s) required to make this purchase.

Ayes	Nays	Abst.	Absent	Motion	Second

Resolution # 93-23

Authorize NYSEG – Streetlight LED Conversion

WHEREAS, the Town Board of the Town of Seneca, Ontario County, New York, is charged with the responsibility, oversight, and management of Street lighting within the Town’s and the three lighting districts jurisdiction; and

WHEREAS, upon recommendations of Highway Superintendent Lawson, Supervisor Wickham investigated NYSEG replacing existing company owned streetlights(“non-LED”) fixtures in the Town of Seneca with Light Emitting Diode streetlight (“LED”) fixtures. The existing non-LED fixtures to be replaced are served pursuant to Company’s PSC No. 121 – Schedule for Electric Service Street Lighting (“PSC No. 121”) – Service Classification No. 3 – Standard Street Lighting Service – Available for Existing and New Standard Facilities, and Limited Contiguous Expansion tariff, as may be amended from time to time (“SC No. 3”). The LED fixtures to be installed will also be served pursuant to SC No. 3. Company agrees to perform such removal and installation, subject to the terms and conditions of said agreement; and

WHEREAS, Supervisor Wickham requested and received an estimate of roughly what it would cost to convert to LED. There are currently a total of 114 older style lights to be replaced with LED. The unexpired life cost left in the older style lights is \$3,286.24. This would be the total cost for the Town to convert; and

WHEREAS, a ROI calculation was done and supplied to Supervisor Wickham. Estimated payback/ROI for the Town of Seneca is within 3-4 months with a total savings \$9,124 per year; and

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves replacing all the existing streetlights(“non-LED”) fixtures in the Town of Seneca with Light Emitting Diode streetlight (“LED”) fixtures; and

BE IT FURTHER RESOLVED, Supervisor Wickham is hereby authorized to execute the NYSEG Agreement dated October 18, 2023, required to execute the agreement.

Ayes	Nays	Abst.	Absent	Motion	Second