

TOWN OF SENECA
REGULAR MEETING
December 17, 2018

The regular meeting of the Seneca Town Board, County of Ontario, State of New York was held on the 17TH day of December, 2018 at the Seneca Town Hall, 3675 Flint Road, Stanley, NY 14561 at 7:30pm.

PRESENT:

Jason Mosher, Councilman/Deputy Supervisor	Howard Keeney, Councilman
Charles Smith, Councilman	Jim Lawson, Highway & Water Superintendent
Jim Malyj, Councilman	Kate Silverstrim-Jensen, Town Clerk
Shana Jo Hilton, Assessor	Jerry Hoover, CEO

NECESSARILY ABSENT:

Andrew Wickham, Supervisor

Others present included Mark Clinker of Casella and Dick Eaton.

Deputy Supervisor Mosher called the regular meeting to order at 7:30pm and led the pledge of allegiance. Roll call was passed over as all in attendance were acquainted.

Approval of Agenda

On motion made by Councilman Keeney, seconded by Councilman Smith, to approve the agenda for the December 17, 2018 meeting. Carried.

Privilege of the Floor

No one wished to speak at this time.

Supervisor's Report

Deputy Supervisor Mosher reported that the Water Capital Project is moving forward now that we have been awarded the grant. Seneca and Geneva officials will continue to meet and plan how to move forward.

Deputy Supervisor Mosher asked Town Clerk, Kate Silverstrim-Jensen, to report on the Historian Search Committee. She reported that the committee had held interviews with four candidates. The committee will make a final decision in the next few days and aim to appoint the new Historian at the Organizational Meeting on January 2, 2019.

Accept Minutes

On motion made by Councilman Malyj, seconded by Councilman Smith, to accept the minutes from the November 20th public hearing/regular meeting. Carried.

Deputy Supervisor Mosher presented the communications.

Written reports were submitted by the Highway & Water Superintendent, Code Enforcement Officer, Assessor, Town Clerk and Casella, and are on file in the Town Clerk's office.

In addition to the CEO report, Jerry Hoover reported that he had responded to a recent fire call in the
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Town. It was a chimney fire and the homeowners are working on getting a new source of heat installed because that chimney was no longer usable.

From the Town Clerk report, the Town Board asked for more information regarding the office supply price comparison. Kate Silverstrim-Jensen explained that the current Staples account is a retail credit account that does not offer discounted pricing. Staples Business has the NYS contract for office supplies, which the Town of Seneca can utilize to get significantly discounted pricing. Additionally, WB Mason Company offers the best price for copy paper. After doing the price comparison, it was clear the Town could save money on office supplies. She is getting accounts set up and will be transitioning office supply purchasing to the new retailers in the coming weeks.

In addition to the Casella report, Councilman Smith asked Mr. Clinker how the odor regulation was going. Mr. Clinker stated that they were working on it. Councilman Keeney stated that this weekend he could smell a strong odor control scent in Seneca Castle. Mr. Clinker stated that the misting system is being installed and adjusted to a permanent location, so they were likely working on that at the time. They're also using portable odor control systems as needed. Councilman Keeney asked Mr. Clinker if Casella responds to every complaint that comes in to the hotline. Mr. Clinker stated that yes, they do respond and often it is him that responds personally. They try to get to the location of the complaint as quickly as possible, however that can be challenging, so they do their best to respond within a reasonable timeframe. There was further discussion of hotline procedure and operations. Mr. Clinker stated that Casella has made big improvements as the new cell construction progresses and the old cell is closed off. This will continue to improve when they receive state approval and can move operations to the lower ground of the new cell.

Accept Supervisor, Town Clerk, and CEO Monthly Financial Reports

On motion made by Councilman Smith, seconded by Councilman Malyj, to accept the financial reports of the Supervisor, Town Clerk, and CEO. Carried.

RESOLUTION #97-18: AUTHORIZATION TO PAY THE AUDITED VOUCHERS

BE IT RESOLVED, hereby authorizing the Supervisor to pay the following audited vouchers:

General, claim # 1255-1258, 1263-1293, 1320-1322 in the amount of \$ 27,657.84
Highway, claim # 1276, 1285-1286, 1294-1319 in the amount of \$ 27,918.35
Sewer, claim # 1259 & 1260 in the amount of \$ 90.59
Hall Lighting, claim # 1261 & 1262 in the amount of \$ 437.35
Stanley Lighting, claim # 1261 & 1262 in the amount of \$ 406.69
Seneca Castle Lighting, claim # 1261 & 1262 in the amount of \$ 343.79
Water, claim # 351-367 in the amount of \$ 32,347.52
Trust & Agency, claim # 127-137 in the amount of \$ 2,484.78

On motion made by Councilman Keeney, seconded by Councilman Malyj, this resolution was:

ADOPTED AYES 4
 NAYS 0
 ABSENT 1

New Business

RESOLUTION #98-18: AUTHORIZE BUDGET AMENDMENT TO THE 2018 ADOPTED BUDGET

WHEREAS, the Town of Seneca has submitted an insurance claim regarding an accident that occurred in October 2018; and

WHEREAS, the Town Board of the Town of Seneca wishes to amend the 2018 adopted budget to account for and track the insurance recovery funds; and

WHEREAS, the Budget Officer and Bookkeeper recommend the following entries; and

<u>Revenues</u>			
A2680	Insurance Recovery Funds		\$ 17,054.96
DA2680	Insurance Recovery Funds		\$ 20,749.08
<u>Expenditures</u>			
A1620.45	Damage Repair Expense		\$ 17,054.96
DA5130.5	Damage Repair Expense		\$ 20,749.08

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes the above recommended accounting entries.

On motion made by Councilman Smith, seconded by Councilman Keeney, this resolution was:

ADOPTED AYES 4
 NAYS 0
 ABSENT 1

RESOLUTION #99 -18: AUTHORIZE EXTENSION AGREEMENT WITH ONTARIO COUNTY FOR THE EXPENDITURE OF LOCAL SOLID WASTE MANAGEMENT FUNDS

WHEREAS, the Town Board of the Town of Seneca, through resolution #55-18, authorized a plan for the use of Local Solid Waste Management funds designated to the Town of Seneca; and

WHEREAS, the expenditure of said funds was required by Ontario County to be complete or to expire on December 31, 2018; and

WHEREAS, due to the scale and nature of these projects, Ontario County has submitted an extension to this agreement that will amend the expiration date to December 31, 2019; and

WHEREAS, the Town of Seneca has completed several plan items, however, other items are still in progress and will not be complete by December 31, 2018; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes the Town Supervisor to execute the extension agreement with Ontario County to allow said funding to be used until December 31, 2019.

On motion made by Councilman Malyj, seconded by Councilman Smith, this resolution was:

ADOPTED AYES 4
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NAYS 0
ABSENT 1

RESOLUTION #100-18: APPROVE GENERAL CODE CONTRACT FOR LASERFICHE DOCUMENT MANAGEMENT SYSTEM

WHEREAS, the Town Board of the Town of Seneca recognizes the importance of maintaining an accessible recordkeeping system in an increasingly digital world and that currently there is limited space available for document storage; and

WHEREAS, in accordance with the Town of Seneca Procurement Policy, the departments have jointly requested and received two written quotes for electronic document management systems; and

WHEREAS, it is the unanimous recommendation of departments to contract with General Code for the Laserfiche Cloud document management system; and

WHEREAS, a contract from General Code for Laserfiche Cloud, presented for consideration, details a one-time set up cost of \$3,775.00 and annual service fee of \$2,880.00; and

WHEREAS, the funds for payment of the set-up cost of \$3,775.00 are present in the 2018 Adopted Town Budget line 1620.200 (General Building Equipment); and

WHEREAS, the funds for payment of the annual service fee of \$2,880.00 are present in the 2019 Adopted Town Budget line 1620.400 (General Building Contractual); and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the contract with General Code to provide Laserfiche Cloud electronic document management system; and

BE IT FURTHER RESOLVED, the Code Enforcement Officer, Jerry Hoover, is hereby authorized to execute the contract with General Code for an amount not to exceed \$3,775.00 for set up and \$2,880.00 for annual service.

On motion made by Councilman Keeney, seconded by Councilman Smith, this resolution was:

ADOPTED AYES 4
 NAYS 0
 ABSENT 1

RESOLUTION #101-18: ADOPTION OF NATURAL HAZARD MITIGATION PLAN

WHEREAS, the Town of Seneca, with assistance from Ontario County and the Genesee Finger Lakes Regional Planning Council, has gathered information and prepared the Ontario County Multi-Jurisdictional All Hazard Mitigation Plan; and

WHEREAS, said plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Town Board of the Town of Seneca has reviewed said plan and affirms that it will be updated no less than every five years; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby adopts the Ontario County Multi-Jurisdictional All Hazard Mitigation Plan, last updated July of 2018, as this jurisdiction's Natural Hazard Mitigation Plan.

On motion made by Councilman Smith, seconded by Councilman Keeney, this resolution was:

ADOPTED AYES 4
 NAYS 0
 ABSENT 1

Old Business

Town Clerk, Kate Silverstrim-Jensen, reported that the results of the Seneca Castle Park Survey have been tallied. We were very pleased to have a 43% response rate. The results were similar to what was expected: 77% of residents feel the park is somewhat or very important to the community and 75% of residents support spending public funds to improve the park. It was also interesting to see the household makeup by age: 46% of household residents are over the age of 55, 32% are between 10 and 54 years, and 22% are under the age of 18. Regarding park improvements, 36% of households would like more playground equipment and 25% would like a covered picnic area. Many responses identified maintenance and upkeep at the park as the major factor contributing to community dissatisfaction. These surveys have given us great information that will be used to develop a plan for the park in 2019 and beyond.

Councilman Malyj, chair of the Seneca Castle School Bell Committee, reported that the committee was waiting for the results of the park survey to move forward. As decisions are made about the layout of the park, then the committee will firm up decisions about placement of the bell.

Regarding the Cornell certiorari, Deputy Supervisor Mosher reported that the judge is scheduled to retire at the end of the year and we hope to have a decision before that time.

Privilege of the Floor

No one wishes to speak at this time.

With no further business, the meeting was adjourned at 7:54pm on motion of Councilman Smith seconded by Councilman Keeney. Carried.

Kate Silverstrim-Jensen, Town Clerk
Town of Seneca