

ORGANIZATIONAL RESOLUTIONS  
JANUARY 3rd, 2024

<b>Resolution #1-24</b>	<b>RESOLVED THAT</b> , the regular meetings of the Seneca Town Board, for the year 2024, shall be held each month on the third (3 <sup>rd</sup> ) Tuesday, beginning at 7:30 PM and naming Finger Lakes Times the official newspaper for Town Business.																																									
<b>Resolution #2-24</b>	<p><b>RESOLVED THAT</b> the following policies with their original adopted dates be adopted as edited and reviewed on January 3, 2024:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">POLICY</th> <th style="width: 25%;">ORIGINAL ADOPTION</th> <th style="width: 25%;">EDITED OR REVIEWED</th> </tr> </thead> <tbody> <tr> <td>Investment Policy</td> <td>1/4/1999</td> <td>1/3/2024</td> </tr> <tr> <td>Procurement Policy</td> <td>7/19/1994</td> <td>Reviewed</td> </tr> <tr> <td>Volunteer Emergency Personnel Policy</td> <td>6/19/2006</td> <td>Reviewed</td> </tr> <tr> <td>Alcohol &amp; Drug Testing Policy</td> <td>4/01/2000</td> <td>Reviewed</td> </tr> <tr> <td>Health and Dental Care Policy</td> <td>01/01/2010</td> <td>Reviewed</td> </tr> <tr> <td>Comp. Emergency Management Plan</td> <td>02/01/2012</td> <td>Reviewed</td> </tr> <tr> <td>Ethics Policy</td> <td>01/04/2010</td> <td>Reviewed</td> </tr> <tr> <td>Sexual Harassment Policy</td> <td>10/16/2018</td> <td>Reviewed</td> </tr> <tr> <td>Rules of Order</td> <td>02/01/2012</td> <td>Reviewed</td> </tr> <tr> <td>Budget Transfer Policy</td> <td>01/04/2023</td> <td>Reviewed</td> </tr> <tr> <td>Town of Seneca Fee Schedule</td> <td>01/15/2019</td> <td>Reviewed</td> </tr> </tbody> </table>			POLICY	ORIGINAL ADOPTION	EDITED OR REVIEWED	Investment Policy	1/4/1999	1/3/2024	Procurement Policy	7/19/1994	Reviewed	Volunteer Emergency Personnel Policy	6/19/2006	Reviewed	Alcohol & Drug Testing Policy	4/01/2000	Reviewed	Health and Dental Care Policy	01/01/2010	Reviewed	Comp. Emergency Management Plan	02/01/2012	Reviewed	Ethics Policy	01/04/2010	Reviewed	Sexual Harassment Policy	10/16/2018	Reviewed	Rules of Order	02/01/2012	Reviewed	Budget Transfer Policy	01/04/2023	Reviewed	Town of Seneca Fee Schedule	01/15/2019	Reviewed			
POLICY	ORIGINAL ADOPTION	EDITED OR REVIEWED																																								
Investment Policy	1/4/1999	1/3/2024																																								
Procurement Policy	7/19/1994	Reviewed																																								
Volunteer Emergency Personnel Policy	6/19/2006	Reviewed																																								
Alcohol & Drug Testing Policy	4/01/2000	Reviewed																																								
Health and Dental Care Policy	01/01/2010	Reviewed																																								
Comp. Emergency Management Plan	02/01/2012	Reviewed																																								
Ethics Policy	01/04/2010	Reviewed																																								
Sexual Harassment Policy	10/16/2018	Reviewed																																								
Rules of Order	02/01/2012	Reviewed																																								
Budget Transfer Policy	01/04/2023	Reviewed																																								
Town of Seneca Fee Schedule	01/15/2019	Reviewed																																								
<b>Resolution #3-2024</b>	<b>RESOLVED THAT</b> , the Agreement (formerly known as CSEA Unit #7857 document 1/1/23–12/31/23) be adopted and now known as the TOS Agreement; covering all MEO titles, Mechanic, PWMA, Bookkeeper/Assessor, and Water Supt. Said Agreement from this point forward will be part of the Towns annual organizational meeting.																																									
<b>Resolution #4-2024</b>	<p><b>RESOLVED THAT</b>,</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 33%;">Jason Mosher</td> <td style="width: 33%;">be appointment</td> <td style="width: 34%;">Deputy Supervisor</td> </tr> <tr> <td>James Lawson</td> <td>be appointment</td> <td>To open competitive bids on general and highway department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b>, will act in this capacity.</td> </tr> <tr> <td>Randy Coolbaugh</td> <td>be appointment</td> <td>To open competitive bids on water department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b>, will act in this capacity.</td> </tr> <tr> <td>Brian Prater</td> <td>be appointment</td> <td>Deputy Highway Superintendent</td> </tr> <tr> <td>Haley Eagley</td> <td>be appointment</td> <td>Registrar of Vital Statistics, collecting agent of Seneca Town Water District, Billing Agent of Seneca Town Water District, and Safety Coordinator.</td> </tr> <tr> <td>Shana Jo Hilton</td> <td>be appointment</td> <td>Sole-Appointed Assessor; Deputy Town Clerk/Tax Collector/Wtr Billing-Collector; Deputy Registrar of Vital Statistics; Part-Time Bookkeeper; and Highway Clerk.</td> </tr> <tr> <td>Jerry Hoover</td> <td>be appointment</td> <td>Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building and Grounds.</td> </tr> <tr> <td>Town of Gorham Code Enforcement Officer</td> <td>be appointment</td> <td>Deputy Zoning and Code Enforcement Officer</td> </tr> <tr> <td>Randy Coolbaugh</td> <td>be appointment</td> <td>Water/Sewer Superintendent</td> </tr> <tr> <td>Katherine Mastellar</td> <td>be appointment</td> <td>Historian; Dpty Town Clerk/Tax Collector/Wtr Billing-Collector</td> </tr> <tr> <td>Ontario County Director of Public Health</td> <td>be appointment</td> <td>The Town Health Officer (Currently Kate Ott; Term: Aug 17, 2023 – Dec. 31, 2025)</td> </tr> <tr> <td>Michael Roulan Esq.</td> <td>be appointment</td> <td>The Town Attorney</td> </tr> <tr> <td>Carol Golden</td> <td>be appointment</td> <td>The Town Financial Consultant</td> </tr> </tbody> </table>			Jason Mosher	be appointment	Deputy Supervisor	James Lawson	be appointment	To open competitive bids on general and highway department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> , will act in this capacity.	Randy Coolbaugh	be appointment	To open competitive bids on water department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> , will act in this capacity.	Brian Prater	be appointment	Deputy Highway Superintendent	Haley Eagley	be appointment	Registrar of Vital Statistics, collecting agent of Seneca Town Water District, Billing Agent of Seneca Town Water District, and Safety Coordinator.	Shana Jo Hilton	be appointment	Sole-Appointed Assessor; Deputy Town Clerk/Tax Collector/Wtr Billing-Collector; Deputy Registrar of Vital Statistics; Part-Time Bookkeeper; and Highway Clerk.	Jerry Hoover	be appointment	Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building and Grounds.	Town of Gorham Code Enforcement Officer	be appointment	Deputy Zoning and Code Enforcement Officer	Randy Coolbaugh	be appointment	Water/Sewer Superintendent	Katherine Mastellar	be appointment	Historian; Dpty Town Clerk/Tax Collector/Wtr Billing-Collector	Ontario County Director of Public Health	be appointment	The Town Health Officer (Currently Kate Ott; Term: Aug 17, 2023 – Dec. 31, 2025)	Michael Roulan Esq.	be appointment	The Town Attorney	Carol Golden	be appointment	The Town Financial Consultant
Jason Mosher	be appointment	Deputy Supervisor																																								
James Lawson	be appointment	To open competitive bids on general and highway department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> , will act in this capacity.																																								
Randy Coolbaugh	be appointment	To open competitive bids on water department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> , will act in this capacity.																																								
Brian Prater	be appointment	Deputy Highway Superintendent																																								
Haley Eagley	be appointment	Registrar of Vital Statistics, collecting agent of Seneca Town Water District, Billing Agent of Seneca Town Water District, and Safety Coordinator.																																								
Shana Jo Hilton	be appointment	Sole-Appointed Assessor; Deputy Town Clerk/Tax Collector/Wtr Billing-Collector; Deputy Registrar of Vital Statistics; Part-Time Bookkeeper; and Highway Clerk.																																								
Jerry Hoover	be appointment	Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building and Grounds.																																								
Town of Gorham Code Enforcement Officer	be appointment	Deputy Zoning and Code Enforcement Officer																																								
Randy Coolbaugh	be appointment	Water/Sewer Superintendent																																								
Katherine Mastellar	be appointment	Historian; Dpty Town Clerk/Tax Collector/Wtr Billing-Collector																																								
Ontario County Director of Public Health	be appointment	The Town Health Officer (Currently Kate Ott; Term: Aug 17, 2023 – Dec. 31, 2025)																																								
Michael Roulan Esq.	be appointment	The Town Attorney																																								
Carol Golden	be appointment	The Town Financial Consultant																																								

ORGANIZATIONAL RESOLUTIONS  
JANUARY 3rd, 2024

Resolution #5-2024	RESOLVED THAT, the regular work week remains at 40 hours.																																																																									
Resolution #6-2024	RESOLVED THAT, the Water Superintendent and Public Works Maintenance Assistants will read the water meters.																																																																									
Resolution #7-2024	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 #8-2024	RESOLVED THAT, Teresa Jackson is reappointed to the ZBA																																																																									
Resolution #9-2024	RESOLVED THAT, Dale Heinzman is appointed to the Board of Assessment Review.																																																																									
Resolution #10-2024	RESOLVED THAT, Kevin Phalen is reappointed to the Agricultural Committee.																																																																									
Resolution #11-2024	RESOLVED THAT, the following be named to the Landfill Advisory Committee: Mary Frarey, Jason Dunham, Shana Jo Hilton, and Tim Scoon.																																																																									
Resolution #12-2024	RESOLVED THAT, Planning Board be held on the 4 <sup>th</sup> Monday, Monthly at 7:30 pm and the Zoning Board of Appeals be held on the Thursday following the 4 <sup>th</sup> Monday at 7:30 pm.																																																																									
	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. 4 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.																																																																									
Resolution #13-2024	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.																																																																									
Resolution #14-2024	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.																																																																									
	<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 style="text-align: center;">Supervisor/Budget Officer</td> <td style="text-align: right;">\$ 22,143.00</td> </tr> <tr> <td>Jesse Orbaker</td> <td style="text-align: center;">Councilman</td> <td style="text-align: right;">\$ 4,691.00</td> </tr> <tr> <td>Howard Keeney</td> <td style="text-align: center;">Councilman</td> <td style="text-align: right;">\$ 4,691.00</td> </tr> <tr> <td>Jason Mosher</td> <td style="text-align: center;">Councilman</td> <td style="text-align: right;">\$ 4,691.00</td> </tr> <tr> <td>James Malyj</td> <td style="text-align: center;">Councilman</td> <td style="text-align: right;">\$ 4,691.00</td> </tr> <tr> <td>Haley Eagley</td> <td style="text-align: center;">Town Clerk + Other Duties</td> <td style="text-align: right;">\$ 63,383.00</td> </tr> <tr> <td>Jerry Hoover</td> <td style="text-align: center;">Zoning &amp; CEO + Other Duties</td> <td style="text-align: right;">\$ 95,672.00</td> </tr> <tr> <td>Shana Jo Hilton</td> <td style="text-align: center;">Sole Appt. Assessor + Other Duties</td> <td style="text-align: right;">\$ 86,340.00</td> </tr> <tr> <td>David Campbell</td> <td style="text-align: center;">Town Justice</td> <td style="text-align: right;">\$ 14,346.00</td> </tr> <tr> <td>Paul Hood</td> <td style="text-align: center;">Town Justice</td> <td style="text-align: right;">\$ 14,346.00</td> </tr> <tr> <td>James Lawson</td> <td style="text-align: center;">Highway Superintendent + Other Duties</td> <td style="text-align: right;">\$ 92,856.00</td> </tr> <tr> <td>BP</td> <td style="text-align: center;">Deputy Highway Superintendent</td> <td style="text-align: right;">\$ 31.88/ hr.</td> </tr> <tr> <td>KS</td> <td style="text-align: center;">MEO/ Mechanic</td> <td style="text-align: right;">\$ 29.88/ hr.</td> </tr> <tr> <td>RS, JH, PK</td> <td style="text-align: center;">MEO</td> <td style="text-align: right;">\$ 29.38/ hr.</td> </tr> <tr> <td>Randy Coolbaugh</td> <td style="text-align: center;">Water + Sewer Superintendent</td> <td style="text-align: right;">\$ 76,625.00</td> </tr> <tr> <td>KM, CR</td> <td style="text-align: center;">PWMA</td> <td style="text-align: right;">\$ 29.38</td> </tr> <tr> <td>Laborers</td> <td style="text-align: center;">Low-High</td> <td style="text-align: right;">\$ 15.00 – \$ 18.50/ hr.</td> </tr> <tr> <td>SC</td> <td style="text-align: center;">Court Clerk</td> <td style="text-align: right;">\$18.33/ hr.</td> </tr> <tr> <td>Katherine Mastellar</td> <td style="text-align: center;">Historian</td> <td style="text-align: right;">\$ 2,398.00</td> </tr> <tr> <td>Michael Roulan</td> <td style="text-align: center;">Town Attorney</td> <td style="text-align: right;">\$ 7,980.00</td> </tr> <tr> <td>Planning/ ZBA</td> <td style="text-align: center;">Member (per meeting attended)</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td>Planning/ ZBA</td> <td style="text-align: center;">Chair &amp; Secretary (per meeting attended)</td> <td style="text-align: right;">\$ 100.00</td> </tr> </tbody> </table>					EMPLOYEE	TITLE	SALARY	Andrew Wickham	Supervisor/Budget Officer	\$ 22,143.00	Jesse Orbaker	Councilman	\$ 4,691.00	Howard Keeney	Councilman	\$ 4,691.00	Jason Mosher	Councilman	\$ 4,691.00	James Malyj	Councilman	\$ 4,691.00	Haley Eagley	Town Clerk + Other Duties	\$ 63,383.00	Jerry Hoover	Zoning & CEO + Other Duties	\$ 95,672.00	Shana Jo Hilton	Sole Appt. Assessor + Other Duties	\$ 86,340.00	David Campbell	Town Justice	\$ 14,346.00	Paul Hood	Town Justice	\$ 14,346.00	James Lawson	Highway Superintendent + Other Duties	\$ 92,856.00	BP	Deputy Highway Superintendent	\$ 31.88/ hr.	KS	MEO/ Mechanic	\$ 29.88/ hr.	RS, JH, PK	MEO	\$ 29.38/ hr.	Randy Coolbaugh	Water + Sewer Superintendent	\$ 76,625.00	KM, CR	PWMA	\$ 29.38	Laborers	Low-High	\$ 15.00 – \$ 18.50/ hr.	SC	Court Clerk	\$18.33/ hr.	Katherine Mastellar	Historian	\$ 2,398.00	Michael Roulan	Town Attorney	\$ 7,980.00	Planning/ ZBA	Member (per meeting attended)	\$75.00	Planning/ ZBA	Chair & Secretary (per meeting attended)	\$ 100.00
	EMPLOYEE	TITLE	SALARY																																																																							
	Andrew Wickham	Supervisor/Budget Officer	\$ 22,143.00																																																																							
	Jesse Orbaker	Councilman	\$ 4,691.00																																																																							
	Howard Keeney	Councilman	\$ 4,691.00																																																																							
	Jason Mosher	Councilman	\$ 4,691.00																																																																							
	James Malyj	Councilman	\$ 4,691.00																																																																							
	Haley Eagley	Town Clerk + Other Duties	\$ 63,383.00																																																																							
	Jerry Hoover	Zoning & CEO + Other Duties	\$ 95,672.00																																																																							
	Shana Jo Hilton	Sole Appt. Assessor + Other Duties	\$ 86,340.00																																																																							
	David Campbell	Town Justice	\$ 14,346.00																																																																							
	Paul Hood	Town Justice	\$ 14,346.00																																																																							
	James Lawson	Highway Superintendent + Other Duties	\$ 92,856.00																																																																							
	BP	Deputy Highway Superintendent	\$ 31.88/ hr.																																																																							
	KS	MEO/ Mechanic	\$ 29.88/ hr.																																																																							
	RS, JH, PK	MEO	\$ 29.38/ hr.																																																																							
	Randy Coolbaugh	Water + Sewer Superintendent	\$ 76,625.00																																																																							
	KM, CR	PWMA	\$ 29.38																																																																							
	Laborers	Low-High	\$ 15.00 – \$ 18.50/ hr.																																																																							
	SC	Court Clerk	\$18.33/ hr.																																																																							
	Katherine Mastellar	Historian	\$ 2,398.00																																																																							
	Michael Roulan	Town Attorney	\$ 7,980.00																																																																							
Planning/ ZBA	Member (per meeting attended)	\$75.00																																																																								
Planning/ ZBA	Chair & Secretary (per meeting attended)	\$ 100.00																																																																								

ORGANIZATIONAL RESOLUTIONS  
JANUARY 3rd, 2024

<b>Resolution #15-24</b>	<b>RESOLVED THAT</b> , the rate for mileage traveled by town employees using private vehicles shall be 67 cents per mile.
<b>Resolution #16-23</b>	<b>RESOLVED THAT</b> , 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 parent, grandparent, child, grandchild, in-law, sibling, or spouse.
<b>Resolution #17-24</b>	<b>RESOLVED THAT</b> , 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.
<b>Resolution #18-24</b>	<b>RESOLVED THAT</b> , 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.
<b>Resolution #19-24</b>	<b>RESOLVED THAT</b> , 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%
<b>Resolution #20-24</b>	<b>RESOLVED THAT</b> , 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 #21-24**

Authorize Participation in 2024 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.

ORGANIZATIONAL RESOLUTIONS  
JANUARY 3rd, 2024

---

**Resolution #22-24**

Authorize Stipend for overtime worked while  
Town Clerk, Water Billing-Collector, Tax Collector was absent on leave

**WHEREAS**, the Town of Seneca, Town Board acknowledges Town Clerk Eagley's Disability/Maternity leave, recognizing the unexpected early departure; and

**WHEREAS**, the Town of Seneca, Town Board is grateful and acknowledges the willingness to assist; and wishes to compensate for that time worked over and above normal workday activities to fulfill those job duties.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Seneca does hereby authorize a Stipend in the amount of \$3,850.00 covering the additional worked time fulfilling all the duties of Town Clerk, Water Billing-Collector, Tax Collector during Ms. Eagley's absence.

**AND, BE IT FUTHER RESOLVE**, the Town Board authorizes the Town Supervisor to work with the Bookkeeper/Payroll agent to execute.