

TOWN OF SENECA
REGULAR MEETING/PUBLIC HEARING
MARCH 20, 2018

The regular meeting of the Seneca Town Board, County of Ontario, State of New York was held on the 20th day of March, 2018 at the Seneca Town Hall, 3675 Flint Road, Stanley, NY 14561 at 7:30pm.

PRESENT:

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

Supervisor Wickham called the meeting to order at 7:30 pm. The supervisor led the pledge of allegiance. Roll call was performed. Supervisor Wickham also introduced Brian Prater, newly hired Public Works Maintenance Assistant.

Approval of Agenda

Supervisor Wickham presented the following additions to the agenda:

- Addition of D. Geneva Water Project to Supervisor's Report
- Addition of C. 25th Annual Local Government Conference to Communications

On motion made by Councilman Mosher, seconded by Councilman Smith, to approve the amended agenda for the March 20, 2018 meeting. Carried.

Privilege of the Floor

Larry Townley addressed the board regarding Transfer Station operations. He had been to the Transfer Station on Monday at 9:45AM and found that the dumpsters were still full from Saturday operations. He witnessed a Casella truck arrive to pick up one of the dumpsters, but the driver parked the truck and was talking with the attendant. Mr. Townley has spoken with other residents who have had the same experience. He proposes changing Transfer Station hours to Tuesday, Thursday, Saturday to allow Casella more time to empty the dumpsters. Mr. Townley also shared his concern that the catch fence along the east side of the Landfill was ripped again. He continues to see holes in the fence and debris blowing around since the major wind event in January.

Supervisor Wickham thanked Mr. Townley for his comments and indicated that Rob Fadden may be able to speak to these points in his Casella report.

Supervisor's Report

Supervisor Wickham reported that the Town will be planning a Memorial Day ceremony. He is happy to move forward in planning the traditional ceremony as we have done in the past and is also open to new ideas from the board and community.

Supervisor Wickham then reported that he and Superintendent Lawson had met with Spectrum regarding three upcoming build-outs. These are small sections in town that would simply connect two ends. He took

the opportunity to address the desire to extend service on Old Mill Road to Frog Hollow since the service currently ends at Wickham Lane. The Spectrum representative said that they are working on it. Supervisor Wickham will continue to put pressure on Spectrum to get these folks hooked up.

Supervisor Wickham has been working with CEO, Jerry Hoover to develop a document detailing our permit process and guidelines for applicants. This will be covered in more detail in the CEO report.

Lastly, Supervisor Wickham reported on the Geneva Water Project. He and Superintendent Lawson had met with the Town of Geneva Supervisor and Water Superintendent over a year ago regarding the Town of Seneca's needs and future plans for the water system. At that time our focus was on maintenance to the tank in Bellona. The proposal for a \$4.5 million project that was delivered to our office looks to encompass a much larger scope. Supervisor Wickham is confident he and Superintendent Lawson will be able to work through this with the Town of Geneva. Supervisor Wickham would like to have Bob Raymond, of Hunt Engineering, review the proposed project and give the Town of Seneca input regarding this plan. The cost for this review is less than \$500 so he will move forward and hope to have a resolution to present to the board by the end of summer.

Accept Minutes

On motion made by Councilman Smith, seconded by Councilman Malyj, to accept the minutes from the February 20, 2018 regular meeting. Carried.

Supervisor Wickham presented the communications.

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

In addition to the Highway Department Report, Superintendent Lawson reported that he has been working with Spectrum, as Supervisor Wickham noted, and also with Frontier, to get their service cables buried in the right-of-way. Frontier has requested to bury 4,000 feet of cable on Wilson Road. Spectrum has already submitted a ticket to Dig Safely New York so will likely start next week. Frontier will be right behind them. Superintendent Lawson reported that the high winds and heavy snow this past month has resulted in some shoulder damage. The crew has been doing a great job getting those cleaned up and will continue to clean up the new areas as the snow melts.

Supervisor Wickham noted that he has seen the hard work that the plow drivers have put in and commends them for doing a tough job so well. He asked Superintendent Lawson how the budget for snow removal is holding up, especially with using the sand/salt mixture.

Superintendent Lawson stated that it was a bit early to know for sure how the budget will be affected, especially with the spreader issued at the beginning of the year. Now that those are fixed he is going through less road salt and will likely need only the minimum amount contracted. Supervisor Wickham again commended the crew for their great work.

Councilman Smith asked Superintendent Lawson if there is an update regarding the recent motor vehicle accident.

Superintendent Lawson stated that he was still waiting to get a copy of the Sheriff's report.

In addition to the Water Department Report, Superintendent Lawson introduced Brian Prater, Public Works Maintenance Assistant. The Superintendent also shared that he has received notice from Public Works Maintenance Assistant, Ben Karlsen, and he will be leaving the position at the end of the month.

In addition to the Code Enforcement Officer report, Jerry Hoover reported that the new permit guideline document simply put our current practices into written form so applicants can have the information all in one place. He will be adding the application forms into the packet so it can be one complete package that will be available immediately to the public.

In addition to the Assessor report, Shana Jo Hilton noted that there will be an increase in agricultural land value this year.

Rob Fadden presented a verbal report from Casella. He stated that Casella has started the netting project. The entire north and east sides of the property, 1800 square feet, will be built or rebuilt. The new poles are being installed this week and the netting will be replaced quickly and in sections when it arrives. Casella continues their odor control efforts. Mr. Fadden reported that he recently found two portable odor control systems that were not being used. He will put them into use ASAP. These will be used to spray loads as they dump and spray along the waiting line at the north side of the property.

Councilman Keeney asked Mr. Fadden to clarify the type of systems he found.

Mr. Fadden stated that these were both 40-foot, portable spray systems with compressors.

Mr. Fadden reminded the Town Board that Casella has invested \$1 million for landfill gas projects. They are pre-emptively installing systems in the new cell to be on top of the odor as it fills. Construction in the new cell will begin April 16. Casella awarded the bid to Zoladz Construction, which has a good reputation and has worked with Casella at other landfills. Mr. Fadden reported on the new maintenance building. The blueprints are going through the Town and County Planning Boards for review and approval. They will be attending the next Zoning Board of Appeals meeting to discuss their application for a site variance and address any questions. Mr. Fadden reported on the Transfer Station. He had received a mixed message about the compactors. At this time he is being told they will be ordered. Mr. Fadden supports Mr. Townley's proposal to change hours at the Transfer Station to Tuesday, Thursday, Saturday. This would give Casella more time to empty the bins after Saturday, which is typically a heavy dump day.

Supervisor Wickham stated that this had been discussed and it was decided first to get the compactors installed and see if that made a difference.

Mr. Fadden stated that the compactors will be ordered and changing hours to Tuesday would still be helpful because he can only have one truck working on emptying the Transfer Station.

Councilman Keeney asked who dispatched the trucks.

Mr. Fadden stated that they are dispatched out of the Geneva office.

There was conversation among Mr. Fadden and all of the councilmembers regarding the timing of trucks being dispatched and the benefits of changing transfer station hours of operation.

Supervisor Wickham asked Mr. Fadden if he had received the photo sent and if Mr. Fadden has tracked down the truck that was releasing debris.

Mr. Fadden stated that they have contacted all of their generators to remind their drivers to clean out the trucks.

Supervisor Wickham expressed how frustrating it has to be for residents who live near the landfill.

Mr. Fadden stated that they provide a clean-out area for this reason.

Councilman Keeney suggested having a DEC representative speak with the drivers.

Mr. Fadden acknowledged that responsibility shakes down to Casella and Supervisor Wickham noted that he had contacted the Sheriff and hopes they will be able to enforce regulations as well.

Accept Supervisor, Town Clerk, and CEO Monthly Financial Reports

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

RESOLUTION #43-18 – PAY THE AUDITED VOUCHERS

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

- General, claim #763-798, 803, 810, 819-820 in the amount of \$42,352.70
- Highway, claim #799-819 in the amount of \$34,939.10
- Sewer, claim #767 in the amount of \$87.98
- Hall Lighting, claim #768-769 in the amount of \$398.08
- Stanley Lighting, claim #768-769 in the amount of \$369.30
- Seneca Castle Lighting, claim #768-769 in the amount of \$311.62
- Water, claim #207-221 in the amount of \$8,218.38
- Trust & Agency, claim #19-27 in the amount of \$3,584.81

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #44-18: AUTHORIZE AUDIT OF 2017 CASELLA HOST FEE PAYMENTS

WHEREAS, the Town Board of the Town of Seneca wishes to perform an audit to verify that the quarterly payments made by Casella to the Town were the correct amounts according to the Host Agreement for the Ontario County Landfill; and

WHEREAS, Daigler Engineering, P.C. has submitted a Proposal for Professional Services dated February 26, 2018 outlining a three step Scope of Work to complete this audit for a fee of \$2,000.00; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby accepts the proposal from Daigler Engineering and authorizes the Supervisor to execute this agreement for a total cost not to exceed \$2,000.00 charged to the 2018 adopted budget line A.1989.42.

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

ADOPTED AYES 5
 NAYS 0

**RESOLUTION # 45-18: ESTABLISHING THE STANDARD WORK DAY FOR RETIREMENT
FOR COUNCILMAN MALYJ**

BE IT RESOLVED, that the Town of Seneca hereby establishes the following standard work day for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day	Name	Current Term Begin & End Dates	Record of Activities Result
Councilmember	6 hrs	Jim Malyj	1/1/2018 - 12/31/2021	0.36

On motion of Councilman Mosher, seconded by Councilman Keeney, this resolution was:

ADOPTED AYES 4
 NAYS 0
 ABSTAIN 1, Malyj

RESOLUTION #46-18: AUTHORIZE COPIER LEASE

WHEREAS, the Town of Seneca has a current lease for a copier in Town Hall that is nearing expiration; and

WHEREAS, in accordance with the Town of Seneca Procurement Policy, the Code Enforcement Officer has requested and received two written quotes for a copier lease and is recommending the lease proposed by CopierFax Business Technology dated February 22, 2018; and

WHEREAS, the quote from CopierFax Business Technology, presented for consideration, details a 48 month lease agreement that includes all parts, labor, toner, service, and a buyout of the current lease for a total cost of \$179.92 per month; and

WHEREAS, funding for the copier lease is included in 2018 adopted budget line A.1620.4; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the lease agreement detailed in the CopierFax Business Technology quote dated February 22, 2018 and authorizes the Code Enforcement Officer to execute this agreement.

On motion of Councilman Mosher, seconded by Councilman Smith, this resolution was:

ADOPTED AYES 5
 NAYS 0

RESOLUTION #47-18: AUTHORIZE PURCHASE OF NEW TELEPHONE SYSTEM

WHEREAS, the current telephone system at Town Hall is over sixteen years old and recently sustained significant damage from an electric brownout; and

WHEREAS, in accordance with the Town of Seneca Procurement Policy, the Code Enforcement Officer has requested and received two or more written quotes for a new telephone system and is recommending the MiVoice Office 250 from Frontier; and

WHEREAS, the MiVoice Office 250-Digital phone deployment quote from Frontier, presented for consideration, includes materials and labor to install a turnkey system for a total cost of \$4,934.87; and

WHEREAS, funds for the purchase of a new telephone system have been allocated in 2018 adopted budget line A.1620.2R; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the purchase detailed in the MiVoice Office 250- Digital phone deployment quote and authorizes the Code Enforcement Officer to carry out this purchase.

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

ADOPTED AYES 5
 NAYS 0

Supervisor Wickham noted that the next resolution introduces a change to Town Code regulating solar farms. The proposed changes incorporate the concerns of our Agricultural Committee and includes suggestions made by the Planning Board.

RESOLUTION #48-18: SETTING A PUBLIC HEARING ON A TEXT CODE AMENDMENT TO TOWN ZONING LAW ARTICLE X SECTION 92 THAT WOULD ADD AND CHANGE LANGUAGE REGULATING COMMERCIAL SOLAR FARMS; AND SEQR INTENT TO DECLARE LEAD AGENCY

WHEREAS, the Town Board of the Town of Seneca (herein after referred to as “Town Board”) is considering a Local Law to execute a text code amendment to Town Zoning Law Article X, Section 92 that would add and change the language regulating commercial solar farms; and

WHEREAS, the Town of Seneca Planning Board has reviewed the proposed Local Law and recommends adoption by the Town Board; and

WHEREAS, the Town Board would like to hear from residents about the proposed Local Law; and

WHEREAS, the Town Board wishes to refer the proposed Local Law to the Ontario County Planning Board; and

WHEREAS, the Town Board intends to determine said proposed Local Law is classified as an Unlisted Action under the SEQR Regulations per §617 of the NYS Department of Environmental Conservation Law; and

WHEREAS, the Town Board intends to declare itself as the Lead Agency on the proposed action; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby establishes a public hearing for the proposed Local Law to be held on April 17, 2018 at 7:30pm at the Seneca Town Hall located at 3675 Flint Road Stanley, NY 14561 in the meeting room; and

BE IT FURTHER RESOLVED, the Town Board directs the Code Enforcement Officer to refer the proposed Local Law and notification of SEQR intent to declare Lead Agency to the Ontario County Planning Board; and

BE IT FINALLY RESOLVED, the Town Clerk is directed to provide notice of said public hearing.

On motion of Councilman Mosher, seconded by Councilman Smith, this resolution was:

ADOPTED AYES 5
 NAYS 0

RESOLUTION #49-18: AUTHORIZE SCANNING OF PLANNING AND ZONING RECORDS

WHEREAS, the Town Board of the Town of Seneca recognizes the importance of connectivity in an increasingly digital world and wishes to provide town residents with modern, efficient services; and

WHEREAS, the Planning, Zoning and Code Enforcement office contains many paper records that would be useful to have in digital format for access in the field; and

WHEREAS, in accordance with the Town of Seneca Procurement Policy, the Code Enforcement Officer has requested and received two or more written quotes for the scanning and organization of paper records and is recommending Documentelligence from CopierFax Business Technologies; and

WHEREAS, the quote dated March 13, 2018 from Documentelligence, presented for consideration, details a per page cost of \$0.059 per document and \$0.99 per drawing; and

WHEREAS, funds to scan paper records have been allocated in 2018 adopted budget line A.1620.4; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the use of Documentelligence for scanning planning and zoning office records; and

BE IT FURTHER RESOLVED, the Code Enforcement Officer is authorized to execute and manage the scanning of records for a total cost not to exceed \$5,000.00.

There was discussion among the Board and CEO, Jerry Hoover regarding how many documents will be scanned, how they will be used, and the security of the files once they are digital. This resolution would allow CEO, Jerry Hoover's files to be scanned. The next steps will be to scan in other departments records and eventually transition to digital records being our primary records.

On motion of Councilman Mosher, seconded by Councilman Malyj, this resolution was:

ADOPTED AYES 5
 NAYS 0

RESOLUTION #50-18: DECLARE SURPLUS VEHICLES

WHEREAS, Resolutions #36-18 and #37-18 authorized the purchase of new vehicles for Code Enforcement and the Water Department; and

WHEREAS, the new vehicles will replace two vehicles currently in use: a 2015 Chevy Traverse known as Code Enforcement #1 and a 2015 Ford F-150 known as Water #1; and

WHEREAS, upon delivery of the two new vehicles, the above listed vehicles will no longer be necessary for daily operations; and

NOW, THEREFORE BE IT RESOLVED, the 2015 Chevy Traverse and 2015 Ford F-150 are hereby declared surplus equipment and shall be sold by auction at the 2018 Palmyra Government Surplus Equipment Auction.

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

ADOPTED AYES 5
 NAYS 0

Old Business

Supervisor Wickham stated that there was nothing new to report regarding the Cornell certiorari.

Privilege of the Floor

Larry Townley wished to speak. He asked Mr. Fadden if Casella was paying attention to the issues at High Acres Landfill closer to Rochester in regard to odor. Mr. Townley also expressed his hope that the Town Board will fill the open Public Works Maintenance Assistant position with someone who can step into the Water Superintendent role with ease. This would allow Superintendent Lawson to focus on the Highway Department and the new person could be in charge of the Water Department.

At 8:30pm Supervisor Wickham made a motion to enter into executive session for the purpose of discussing personnel matters and to allow Superintendent Lawson to participate in the executive session. Motion seconded by Councilman Keeney. Carried.

At 8:55pm Supervisor Wickham made a motion to return to regular session. Motion seconded by Councilman Mosher. Carried.

With no further business, the meeting was adjourned at 8:55pm on motion of Councilman Keeney, seconded by Councilman Malyj. Carried.

Kate Silverstrim, Clerk
Town of Seneca