

TOWN OF SENECA
REGULAR MEETING
MAY 15, 2018

The regular meeting of the Seneca Town Board, County of Ontario, State of New York was held on the 15th day of May, 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	Jim Malyj, Councilman
Charles Smith, Councilman	Jim Lawson, Highway & Water Superintendent
Kate Silverstrim, Town Clerk	Shana Jo Hilton, Assessor
Jerry Hoover, CEO	

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

Approval of Agenda

Supervisor Wickham presented the following additions to the agenda:

- Communications addition of e. Office for the Aging Newsletter
- Communications addition of f. Letter from Cornell Mousetrap Program

On motion made by Councilman Mosher, seconded by Councilman Keeney, to approve the amended agenda for the May 15, 2018 meeting. Carried.

Privilege of the Floor

No one wished to speak at this time.

Supervisor's Report

Supervisor Wickham reported the findings of the 2017 Casella Host Fee Payment Report. Daigler Engineering concluded that Casella's payments were accurate. They identified a total discrepancy of only \$11.73 which, when compared to the total host fee, is truly minimal. Supervisor Wickham commended Mr. Fadden and Casella for doing a great job of tracking this responsibly.

Supervisor Wickham then reported that he has been working with Supervisor Venuti of the Town of Geneva regarding their Capital Project Report. They had previously discussed how both towns may need improvements, but the Town of Geneva ran with that and, along with MRB Group, put together a capital plan. The problem with that is the no one discussed the plan with the Town of Seneca. Now this plan calls for a \$4.1 million investment which is difficult to get on board with. Supervisor Wickham and Superintendent Lawson have met with officials in the Town of Geneva to discuss this. Bob at HUNT Engineering, who has worked with the Town of Seneca previously and is familiar with our water system, put together some talking points that were brought back to Town of Geneva. Supervisor Wickham feels there is still some adjustment that can be made to the proposal and that there are unanswered questions

regarding the needs and future projections in the Town of Seneca. MRB Group's study cost about \$16,000, they also wrote a grant previously for \$1,200, but there was no discussion of how that cost would be divided between the Towns. Supervisor Venuti wants to move forward with another grant submission – and Supervisor Wickham agrees that we are in a good position to be award the grant this time around – however, we need to look at our system with our engineer and better prepare ourselves for discussion. The Board will see a resolution later on in the agenda to approve a study by HUNT, who will work closely with Superintendent Lawson and Supervisor Wickham, to complete a review that will be focused on the Town of Seneca. Supervisor Wickham asked if any board members had questions.

Councilman Mosher asked Superintendent Lawson – if the Town of Geneva weren't doing this project, would the Town of Seneca need to upgrade our tank and system?

Superintendent Lawson stated that our last upgrade was done in 1998 and is holding up quite well. The Town of Geneva did an upgrade in the early 2000's and is already in need of another. Our system doesn't indicate an immediate need for upgrade, but there are areas where there has been growth that we need to explore. However, in his opinion, the growth will stabilize in the coming years as the last few homes get tied into the system, then the only needs will be maintenance and to tie up dead ends into loops.

Supervisor Wickham thanked Superintendent Lawson and the Board for their consideration.

Accept Minutes

On motion made by Councilman Keeney, seconded by Councilman Smith, to accept the minutes from the April 17, 2018 regular meeting and April 23, 2018 special meeting. Carried.

Supervisor Wickham presented the communications.

Communications included a letter from the Cornell Local Roads Program recognizing the Town of Seneca Highway Department for its outstanding achievement in innovation by awarding the department fourth place in its *Build a Better Mousetrap Competition*. Mechanic, Jim Eldredge, engineered a hydraulic fence roller that will now be entered into a nationwide competition due to its success in the state competition. Supervisor Wickham applauded Jim Eldredge and Superintendent Lawson for their ingenuity and willingness to share this innovation.

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

From the Highway Department Report, Superintendent Lawson highlighted that the surplus equipment brought more money than expected at the recent Palmyra Government Surplus Auction.

From the CEO Report, Jerry Hoover highlighted that there have been many improvements to the office and encouraged the Board Members to stop by and to visit the website.

In addition to the Assessors report, Supervisor Wickham asked Shana Jo Hilton to explain Article 25-AA of the Agriculture & Markets Law. Mrs. Hilton explained that this is an agricultural exemption law that allows ad valorem special districts, like our fire districts, to adopt an exemption. The Seneca Castle Fire District adopted this exemption several years ago. The Stanley Fire District has looked at it and is again looking at the impact of opting in this year.

Town Clerk, Kate Silverstrim, submitted her first monthly report to the Board. Previously the Town Clerk was only submitting a financial report, but with the number of changes taking place, she feels it is helpful to have a written report as well.

Councilman Malyj asked how enrollment in the Town's email list was going.

Ms. Silverstrim reported that the list is steadily growing. Emails go out to approximately 40 addresses currently and those who signed up through the Transfer Station Permit forms will continue to be added in the coming weeks.

Rob Fadden presented a verbal report from Casella. Zolad Construction began work on April 17. At this time the work has been mostly excavation but within approximately 5 months the new cell will be ready for certification.

Mr. Fadden then discussed the 2018 gas well project. This was a planned expense in their annual budget. They will be drilling 28 new wells. The project started this past Monday and contractors are drilling 2 to 3 wells a day. Mr. Fadden was strict with them regarding procedure. They have been instructed to cap the wells as soon as they are drilled to limit any smell that may be increased by the installation.

On the west side of the Landfill, work is being done to finish off the slopes. In some areas Casella will be using synthetic temporary covers and in others they will be planting grass, which is the preferred method.

Mr. Fadden reported that they continue to address odor control. The portable trailer is stationed along County Road 5 mostly but gets moved around based on wind direction. He feels that this addition to odor control has been effective.

Lastly, plans for the maintenance building are complete. Chrisantha Construction has been hired to do the work. Casella is finalizing their funding at this time and preparing to order materials for a July start date. They are bringing in soil from the borrow area, which isn't ideal because there is a cost to this, so he hopes to transition to bringing soil from the new cell construction as soon as possible.

Supervisor Wickham asked Mr. Fadden about the status of the compactors for the Transfer Station. Mr. Fadden reported that it was in the hands of corporate. They have indicated to him that there is a PO for the purchase, but unfortunately, he cannot report on a tentative date for delivery.

Councilman Smith noted that when he visited the Transfer Station on Wednesday at 4pm, the bins were full.

Councilman Keeney questioned procedure, as the idea was to have bins emptied Monday and Tuesday so they would be good by Wednesday.

Mr. Fadden stated that this has been an ongoing challenge. He continues to support moving operations to Tuesday/Thursday. Casella has recently been challenged by an overwhelming number of calls and applications in response to the closure of Feher Rubbish Removal. He continues to keep good communication with Les and the General Manager at the Geneva dispatch center to be as effective as possible at emptying bins for the Transfer Station.

Accept Supervisor, Town Clerk, and CEO Monthly Financial Reports

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

New Business

RESOLUTION #61-18 – AUTHORIZATION TO PAY THE AUDITED VOUCHERS

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

General, claim # 872-911, 920 & 936 in the amount of \$ 32,063.77
Highway, claim # 913-919 & 921-936 in the amount of \$ 28,964.12
Sewer, claim # 872, 875, 876, & 912 in the amount of \$ 2,240.05
Hall Lighting, claim # 875 & 886 in the amount of \$ 389.68
Stanley Lighting, claim # 875 & 886 in the amount of \$ 361.07
Seneca Castle Lighting, claim # 875 & 886 in the amount of \$ 304.47
Water, claim # 239-256 in the amount of \$ 198,308.63
Trust & Agency, claim # 39-50 in the amount of \$ 2,874.70

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

ADOPTED AYES 5
 NAYS 0

Supervisor Wickham noted that Town Clerk Silverstrim has submitted a MEMO to the board regarding credit card processing. There are two systems because one will accept water bill payments and the second will accept all other fees. There were no additional questions from the board.

RESOLUTION #62 -18: APPROVE PURCHASE OF WATER/SEWER QUICKPAY LOOKUP

WHEREAS, the Town of Seneca operates public water and sewer that provides drinking water to a majority of town residents and sewer to several businesses; and

WHEREAS, many residents and business owners have expressed the desire to pay these utility bills with a credit or debit card; and

WHEREAS, the Town of Seneca has been using Williamson Law Book software programs for many years and experienced positive results, responsive service, and reasonable prices; and

WHEREAS, Williamson Law Book has submitted a proposal to the Town Clerk dated May 2, 2018 which details add-on products, including Water/Sewer QuickPay Lookup which would allow the Town to accept credit card payments for utility bills in person, over the phone, and online; and

WHEREAS, the Water/Sewer QuickPay Lookup program will seamlessly integrate with the existing Water/Sewer Utility Billing program to ensure payments are applied correctly and efficiently; and

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the purchase of Williamson Law Book Water/Sewer QuickPay Lookup program for \$295.00, and \$240.00 annual support fee, to be charged to 2018 adopted budget line SW1.8340.4; and

BE IT FURTHER RESOLVED, the Town Clerk is hereby authorized to execute the document(s) required to make this purchase.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #63 -18: AUTHORIZE USE OF MUNICI PAY FOR CREDIT CARD PROCESSING

WHEREAS, the Town of Seneca accepts payment for certain fees, including building and zoning applications, dog licenses, marriage licenses, certified copies, and pavilion reservations; and

WHEREAS, many residents and business owners have expressed the desire to pay these fees with a credit or debit card; and

WHEREAS, the Town Clerk has researched multiple options for credit card processing and is recommending to the Town Board, MuniPAY Nationwide Payment Solutions, for in person and by phone credit/debit card payments; and

WHEREAS, MuniPAY has submitted a Merchant Application and Processing Agreement which detail terms of the agreement and schedule of convenience fees; and

WHEREAS, the only cost to the Town of Seneca is \$85.00 for the one-time purchase of card reading equipment which is allocated for in the 2018 adopted budget line A.1620.4 (Buildings); and

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes the use of MuniPAY Nationwide Payment Solutions and furthermore authorizes the Town Clerk to execute the Merchant Application, Processing Agreement, and any other document(s) required to establish this service.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #64 -18: AUTHORIZE PARTICIPATION IN COOPERATIVE NATURAL GAS 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 natural gas for the period of 10/01/2018 to 09/30/2019; 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 into 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 as a result of the cooperative bidding; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Seneca, Ontario County, New York 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 natural gas 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.

BE IT FINALLY RESOLVED, The Town Board of the Town of Seneca hereby directs the bookkeeper to complete and sign the letter and Participant Information Form, and the Town Clerk to attach a copy of this resolution and to return this information to The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #65 -18: APPROVE ENGINEERING PROPOSAL TO REVIEW
TOWN OF GENEVA WATER CAPITAL PROJECT

WHEREAS, the Town of Geneva, with MRB Group, has produced a Water System Capacity Evaluation dated October 2017 which affects aspects of the Town of Seneca's water distribution system; and

WHEREAS, the Town Board of the Town of Seneca wishes to conduct an independent evaluation of that report, and of the future needs of the Town of Seneca, to ensure that participation in the Town of Geneva Water Capital Project will have the maximum cost benefit for the residents of the Town of Seneca; and

WHEREAS, HUNT Engineering has submitted a proposal dated April 30, 2018, detailing a scope of work which includes completion of a full evaluation of the Water System Capacity Evaluation and performance of a future needs assessment for the Town of Seneca at a total cost not to exceed \$12,000.00; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the scope of services detailed in the April 30, 2018 proposal from HUNT Engineering and authorizes the Supervisor to execute the agreement; and

BE IT FURTHER RESOLVED, the cost of this service shall be charged to the 2018 adopted budget line SW1.8340.43 (Water Capital Improvements) for a total cost not to exceed \$ 12,000.00.

At this time Councilman Malyj made a motion to amend this resolution. He presented the following amendment to the Board:

RESOLUTION #65 -18: APPROVE ENGINEERING PROPOSAL TO REVIEW
TOWN OF GENEVA WATER CAPITAL PROJECT

WHEREAS, the Town of Geneva, with MRB Group, has produced a Water System Capacity Evaluation dated October 2017 which affects aspects of the Town of Seneca's water distribution system; and

WHEREAS, the Town Board of the Town of Seneca wishes to conduct an independent evaluation of that report, and of the future needs of the Town of Seneca, to ensure that participation in the Town of Geneva Water Capital Project will have the maximum cost benefit for the residents of the Town of Seneca; and

WHEREAS, HUNT Engineering has submitted a proposal dated May 11, 2018, detailing a scope of work which includes completion of a full evaluation of the Water System Capacity Evaluation and performance of a future needs assessment for the Town of Seneca at a total cost of \$8,000.00; and

WHEREAS, it may be necessary to employ HUNT Engineering for additional services, such as attendance at meetings, which are not included in the May 11, 2018 proposal; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the scope of services detailed in the May 11, 2018 proposal from HUNT Engineering and authorizes the Supervisor to execute the agreement; and

BE IT FURTHER RESOLVED, the Town Board of the Town of Seneca hereby authorizes the Supervisor to employ HUNT Engineering for additional services related to the review and assessment of the Town of Geneva Water System Capacity Evaluation for a total cost not to exceed \$4,000.00; and

BE IT FINALLY RESOLVED, the cost of this service shall be charged to the 2018 adopted budget line SW1.8340.43 (Water Capital Improvements) at a total cost not to exceed \$ 12,000.00.

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

AMENDED AYES 5
 NAYS 0

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

ADOPTED AYES 5
 NAYS 0

Old Business

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

Supervisor Wickham then discussed the Seneca Access Road – Route 5 & 20. This is the proposed road between Friendly Ford and Malyj’s Harley Davidson. The project was delayed last year in the permitting process and then Friendly Ford backed away from the table, so the project went quiet. Now Supervisor Wickham has received word from NYS DOT that the application has moved along and they are getting close to approving the project. This leaves the Board with a decision to make – move forward with the project or leave it alone. If we leave it alone now and then decide to do it later, we will have to go through the application process from the beginning. If we continue with the project, we will have one year to complete it from the date the permit is issued. Superintendent Lawson suggests completing the road enough to get out of the state’s right-of-way so that we would not have to reapply for a permit from the state in the future. Supervisor Wickham is on board with this suggestion.

Councilman Mosher asked how much has the town invested in this project to date?

Supervisor Wickham estimates \$5,000-\$7,000 but will pull the project file to confirm that for the board because the original project was tied in with the sewer project.

Lastly, Supervisor Wickham noted that the Memorial Day service will be held at 8:30am here at the Memorial Park. It should be a nice service and he welcomes all to attend.

Privilege of the Floor

No one wished to speak at this time.

With no further business, the meeting was adjourned at 8:14pm on motion of Councilman Smith, seconded by Councilman Malyj. Carried.

Kate Silverstrim, Clerk
Town of Seneca