

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

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

General, claim # _____ in the amount of \$ _____
Highway, claim # _____ in the amount of \$ _____
Sewer, claim # _____ in the amount of \$ _____
Hall Lighting, claim # _____ in the amount of \$ _____
Stanley Lighting, claim # _____ in the amount of \$ _____
Seneca Castle Lighting, claim # _____ in the amount of \$ _____
Water, claim # _____ in the amount of \$ _____
Trust & Agency, claim # _____ in the amount of \$ _____

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.

RESOLUTION #63 -18: AUTHORIZE USE OF MUNICIPAL 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.

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.

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.