

TOWN OF SENECA
REGULAR MEETING
May 21, 2019

The regular meeting of the Seneca Town Board, County of Ontario, State of New York was held on the 21st day of May, 2019 at the Seneca Town Hall, 3675 Flint Road, Stanley, NY 14561 at 7:30pm.

PRESENT:

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

Also present were Mark Clinker of Casella, Mary Muggleton from HUNT Engineering, and Tara Rago with Lyons National Bank.

Supervisor Wickham called the regular meeting to order at 7:30pm and led the pledge of allegiance. Roll call was performed.

Approval of Agenda

Supervisor Wickham requested to amend the meeting agenda: under Communications, adding i. Casella 1st Quarter Report and under New Business, adding Resolution #90-19: Authorize Purchase of Watermain Pipe. On motion made by Councilman Mosher, seconded by Councilman Malyj, to amend the agenda for the May 21, 2019 meeting. Carried.

On motion made by Supervisor Wickham, seconded by Councilman Mosher, to approve the agenda as amended. Carried.

Privilege of the Floor

Tara Rago, Assistant Vice President and Branch Manager at the Geneva Branch of Lyons National Bank (LNB) thanked the board and staff at the Town of Seneca. Recently, the Town of Seneca changed banking institutions to LNB. Mrs. Rago shared that LNB truly values relationships and being a part of the local community. LNB is experiencing positive, steady growth and recently opened their 20th location. She gave the board information about all of the services LNB offers, including being among the top mortgage lenders in Ontario and the surrounding counties. She also extended an invitation to use the Community Meeting Room at the Geneva Branch. LNB designed this space specifically for community use. In closing, Tara shared that she has been with LNB for 13 years and, being a town resident herself, she is very happy to be working with the Town of Seneca.

Supervisor Wickham noted that for the last several years, Tara has made the effort to come to Town Hall to discuss what Lyons National Bank can offer. When she visited last, it occurred to him that the current bank had never sent someone out to Town Hall, or even called. Supervisor Wickham thanked Tara for her efforts and service to the community.

Supervisor's Report

Supervisor Wickham asked Marty Muggleton of HUNT Engineering to present the findings from the preliminary sewer report. He stated that this is just a first look at the potential of extending sewer to Yaegel Road. He was not looking for the board to make any major decisions tonight, but rather take this information, think about it, talk with residents, and plan on further discussion next month.

Mr. Muggleton presented his findings, which primarily focused on what it will take and how it could be funded. He asked the board to review the presented sewer district map, to be sure it encompasses everything. If the board wishes to make changes, it would be best to do that now, rather than after the plans are finalized and the SEQR process is started. There was discussion among the board of where the existing sewer main would be connected to, which is dependent on the development of the proposed Sweet Acres Creamery. Mr. Muggleton then turned his focus to financing. Because the timing of this extension is open ended, he focused on financing options that are current and simple. He explained that grant funding is primarily awarded for two reasons: public health or economic development. Since there are no documented health or environmental deficiencies to be resolved, they have focused on economic development opportunities. In the report, he identified three possible funding sources. The Empire State Development (ESD) Grant can provide up to 20% of project costs, which may not be the highest grant available, but the match is only 10%, which allows for other funding sources to also be utilized. The NYS EFC Clean Water Infrastructure Improvement Act requires larger efforts to apply for, and is most often awarded to broken or unworking systems. Lastly, the USDA Water & Wastewater Loan & Grant Program could award the highest grant, however, the application is long and will require a look at the financial need of residents in the district. Mr. Muggleton instructed that now, with this information, it would be best for the board to discuss when they want to do the extension and begin to establish a plan for financing it.

Supervisor Wickham explained that this extension will get sewer to the next low spot on Route 5 & 20 for a cost of about \$1 million. He thanked Marty for providing this first look, which gives the board a start for how to get there and makes residents aware of the conversation. Supervisor Wickham and Mr. Muggleton discussed meeting with Ontario County Economic Development officials to get their thoughts as well. Supervisor Wickham asked the board to think about when former Supervisor Sheppard started the sewer district. Businesses like Friendly Ford and the proposed Sweet Acres Creamery would not be in the Town without that. If we extend the sewer again, will the same occur? If so, what are we willing to commit financially? He expressed desire to develop a game plan before applying for grants.

Councilman Mosher wondered what the potential is for the land along the extension, considering there is an area of DEC Wetland. The wetland was not defined on the map, so Mr. Muggleton will look further into that area to determine the potential. There was further discussion among board members regarding the ability to develop in those areas and the cost difference between multiple small extensions and one large extension. Supervisor Wickham thanked Mr. Muggleton for his report.

Accept Minutes

On motion made by Councilman Keeney, seconded by Councilman Malyj, to accept the minutes from the April 16, 2019 regular meeting/public hearing. Carried.

Communications

Supervisor Wickham presented the communications.

Reports

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

From the Highway Report, Supervisor Wickham noted that the recently sold 2004 excavator had over 8,000 hours on it, indicating that we use it a lot!

From the Water Report, Supervisor Wickham noted that recently there had been an incident where the pole installer for Spectrum hit the watermain on Gorham Road. The installer had performed the work earlier than was allowable, but it was also discovered that the line was mis-marked. Superintendent Lawson has spoken with his staff to correct the error. Supervisor Wickham felt this accident just added to the importance of the GIS mapping system purchased a few months ago.

There were no questions on the CEO report.

From the Assessors report, Supervisor Wickham noted that he had received his re-assessment and asked how many residents had been in to speak with the Assessor. Shana Jo Hilton responded that she has met with 40 to 50 residents and that discussions have been rather peaceful. Councilman Keeney commended Shana on writing a great cover letter.

There were no questions on the Historian's Report.

In the Town Clerk's report, Kate Silverstrim-Jensen asked the board for their guidance on mailing paper copies of the minutes to town residents. She received a request for this, however, in accordance with the Town's Fee Schedule, there is a small charge of \$0.25/page for copies. There was discussion among the board confirming that minutes are available online, and that the Town of Seneca provides funding to the Gorham Free Library where the staff is always willing to assist folks who may not be computer savvy. The decision was made to keep the Fee Schedule as is, and to encourage residents who do not have computer access to take advantage of the internet service offered at the library. There was also discussion of the need to update our credit card reader in the coming months. There is a swipe only option and a chip reading option. Supervisor Wickham described how the chip reader provides higher protection for the vendor.

Mark Clinker, General Manager of the Ontario County Landfill reported that the 1st Quarter revenue was slightly down, however, they made a commitment to reduce the amount of sludge and that contributed slightly to the decrease. Supervisor Wickham noticed that they have started trucking dirt in to the borrow area, rather than out, and wondered if this was from construction of the new cell. Mr. Clinker confirmed, stating that they have limited storage space on the site. Supervisor Wickham asked what the timetable is for the leachate storage tank to be installed. Mr. Clinker hopes to have it in place by the end of the year because they definitely need it, with unpredictable weather conditions and such. Currently they are using 6 different treatment plants, and sometimes maintenance backs things up, so it will be good to have other options and additional storage. The landfill hotline received 14 complaints since May 1st, nine of which were from the same complainant. Most of the complaints have been for faint odor, and Mr. Clinker is confident they have turned a corner and just need to stay the course. Mr. Clinker reported that the energy plant is trying to keep up with the gas and is burning the extra off by use of a flare. The plant has the capacity for one additional engine before they will need another permitted approval. Mr. Clinker estimated that the plant makes 10,000 ohms of energy daily.

Councilman Keeney wondered about the size of the leachate storage tank. Mr. Clinker stated that the tank will be 1 million gallons, and currently they transport 210,000 gallons per day out of the site. They

may start with just half that size this year, and increase to full capacity next year. Councilman Keeney questioned if this would increase the number of trucks on the road? Mr. Clinker did not feel this would be so as the storage tank will be used for excess surges, which happens when water enters the cell and is just another condition that they have to manage. Councilman Keeney then wondered, of the complaints received on the hotline, what has been the intensity of the smell. Mr. Clinker stated that most complaints come in at a high level. The inspectors however, have received specialized training in utilizing a standard measurement, and their measurements have demonstrated very low odor in recent weeks on routine inspection. They continue to address a slightly higher measurement of odor on the Seneca Transfer Station side of the landfill. They also continue to focus on pulling gas in to the site and watching sludge loads carefully.

Accept Supervisor, Town Clerk, and CEO Monthly Financial Reports

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

Warrants

RESOLUTION #82-19: AUTHORIZATION TO PAY THE AUDITED VOUCHERS

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

- General, claim # 248-254, 288-314 in the amount of \$ 8,614.71
- Highway, claim # 255-285 in the amount of \$ 269,931.92
- Sewer, claim # 248, 250, 251, & 286 in the amount of \$ 2,754.92
- Solid Waste, claim # N/A in the amount of \$ 0.00
- Hall Lighting, claim # 251 & 287 in the amount of \$ 396.65
- Stanley Lighting, claim # 251 & 287 in the amount of \$ 367.04
- Seneca Castle Lighting, claim # 251 & 287 in the amount of \$ 309.16
- Water, claim # 74-93 in the amount of \$ 183,873.81
- Trust & Agency, claim # 32-36 in the amount of \$ 1,700.00

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

ADOPTED AYES 5
 NAYS 0

New Business

RESOLUTION #83-19: AWARD BID FOR LIFT UPGRADE

WHEREAS, Resolution #65-19 adopted by the Town Board of the Town of Seneca authorized the competitive bidding of the lift system upgrade; and

WHEREAS, Highway & Water Superintendent, Jim Lawson, has advertised and received bids that were opened publicly on May 17, 2019; and

WHEREAS, the lowest responsible bid was received from Filtrec Corporation who will perform the scope of work for a total cost not to exceed \$39,900.00; and

WHEREAS, the cost of which shall be charged to the 2019 Adopted Budget line A1620.4R, Building Capital Reserve, the expenditure of which was authorized through Resolution #37-19; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby awards the lift upgrade to Filtrec Corporation and authorizes the Highway & Water Superintendent to execute any necessary documentation.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #84-19: ACCEPT WOLFE ARCHITECTURE PROPOSAL FOR SENECA CASTLE PARK DESIGN

WHEREAS, the Town Board of the Town of Seneca recently surveyed residents regarding their use of the town park in Seneca Castle; and

WHEREAS, responses to the survey overwhelmingly indicated a desire from residents to update and remodel the park; and

WHEREAS, Resolution #74-19 adopted on April 16, 2019, authorized the expenditure of \$ 15,000.00 from the Miscellaneous Reserve Fund for Recreational Activities, subject to permissive referendum; and

WHEREAS, having received no objection to the expenditure of the abovementioned reserve funds, the Town Board of the Town of Seneca is authorized to spend these funds; and

WHEREAS, Robert Wolfe, President of Wolfe Architecture, grew up in Seneca Castle and has offered his Architectural Design services at a courtesy discount for the Town of Seneca; and

WHEREAS, the proposal from Wolfe Architecture dated April 9, 2019 details the plan and design process for a total cost not to exceed \$ 3,020.00; and

WHEREAS, in accordance with General Municipal Law §104-b and the Town of Seneca Procurement Policy, the solicitation of alternative proposals is not required for professional services; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby accepts the proposal from Wolfe Architecture and authorizes the Supervisor to execute this agreement for a total cost not to exceed \$ 3,020.00.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #85-19: AWARD BID FOR WATER MATERIALS

WHEREAS, Resolution #67-19 adopted by the Town Board of the Town of Seneca authorized the competitive bidding of water materials including fire hydrants, service brass, and water main appurtenances; and

WHEREAS, Highway & Water Superintendent, Jim Lawson, has advertised and received bids that were opened publicly on May 17, 2019; and

WHEREAS, the lowest responsible bid was received from Blair Supply Corporation; and

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes the Highway & Water Superintendent to purchase the water materials detailed in the advertised bid from Blair Supply Corporation for a total cost not to exceed \$84,015.84.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #86-19: AUTHORIZE PURCHASE OF EYEWASH STATIONS FROM UNIFIRST

WHEREAS, the Safety Officer for the Town of Seneca wishes to purchase two eyewash stations with cartridges; and

WHEREAS, quotes have been collected in accordance with the Town of Seneca Procurement Policy; and

WHEREAS, it is the recommendation of the Safety Officer to purchase from Unifirst First Aid and Safety for a total cost not to exceed \$1,201.90; and

WHEREAS, the cost for this purchase shall be charged to the 2019 Adopted Budget line A1620.4 (General Buildings); and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes the purchase of two eyewash stations and cartridges from Unifirst for a total cost not to exceed \$ 1,201.90.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #87-19: APPROVE ENGINEERING PROPOSAL FOR WILSON ROAD WATER MAIN EXTENSION

WHEREAS, the Town of Seneca has provided a safe and reliable water supply to its residents over many years; and

WHEREAS, the Town Water System has planned to extend to the town boundaries to provide all existing residents with public water; and

WHEREAS, recently, a new house has been proposed along the southern Town boundary line on Wilson Road, past the end of the existing watermain; and

WHEREAS, this new single-family home will need to be served by the addition of approximately 300 linear

feet of 8-inch water main, a 1-inch water service, hydrant, and valve; and

WHEREAS, CPL has provided engineering services for the Town of Seneca water system in the past and has a thorough understanding of system operations; and

WHEREAS, CPL has agreed to perform the required engineering services for the proposed extension for a total cost not to exceed \$ 2,000.00 and

WHEREAS, the 2019 Adopted Town Budget includes funds for Capital Improvements such as this in line SW1-8340.43; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby approves the proposal from CPL and authorizes the Water Superintendent to execute this agreement for a total cost not to exceed \$ 2,000.00.

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

ADOPTED AYES 5
 NAYS 0

Regarding the following resolution, Supervisor Wickham shared that he knows Mr. Soper well and although he may have seemed quiet, he was always in the game and will be missed.

RESOLUTION #88-19: ACCEPT RESIGNATION OF ZONING BOARD MEMBER ALAN SOPER

WHEREAS, the Town of Seneca has received a resignation from Zoning Board of Appeals Member, Alan Soper, effective April 15, 2019; and

WHEREAS, Mr. Soper was appointed to the Zoning Board of Appeals by the Seneca Town Board led by former Supervisor John Malyj on August 16, 1988, and has served in this capacity ever since; and

WHEREAS, Mr. Soper has contributed significantly to the Zoning Board through his sharing of thoughts and insights, as well as his wiliness to assist when needed; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby accepts the resignation of Mr. Alan Soper, extending sincere gratitude for his service of over 30 years to this community.

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

ADOPTED AYES 5
 NAYS 0

At this time, Supervisor Wickham noted that there is now a vacancy on the Zoning Board and no clear appointee, so if there are any residents interested in filling this roll, please let us know.

RESOLUTION #89 -19: 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 10/01/2019 to 09/30/2020; 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.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #90-19: AUTHORIZE PURCHASE OF WATERMAIN PIPE

WHEREAS, the Water Superintendent wishes to have water main materials on-site and ready for installation; and

WHEREAS, quotes for watermain pipe have been collected in accordance with the Town of Seneca Procurement Policy; and

WHEREAS, it is the recommendation of the Water Superintendent to purchase the 6" DR18 IPEX pipe from Martisco Corporation for a total cost not to exceed \$22,458.00, as detailed in Quote 310510; and

WHEREAS, funds for this purchase exist in the 2019 Adopted Town Budget at line SW1-8340.43 (Improvements); and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby accepts Quote 310510 from Martisco Corporation and authorizes the Water Superintendent to execute this purchase for a total cost not to exceed \$22,458.00.

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

ADOPTED AYES 5
 NAYS 0

Old Business

The Memorial Day Service will be held on Monday, May 27 at 8:30am. Supervisor Wickham stated he will finalize the program the next morning, but was still missing someone to read the names of residents who have died in service. Councilman Malyj volunteered. Councilman Smith suggested that next year we try to include U.S. Army Air Corps 1st Lieutenant, Don Barton, in the service.

Next, the board passed around a proposed design for the Seneca Castle Park that Rob Wolfe has submitted. Supervisor Wickham let board members know that Rob has been in contact with Sam, the gentleman who designed the steel structure for the Veterans Park, to design an enclosure for the school bell. Councilman Malyj will share this design with the School Bell Committee at their next meeting in early June and report back with their thoughts.

Supervisor Wickham then reported that the submission for moving the tank to Olsen Road has been completed. Now we are just waiting for the approval. Superintendent Lawson ran into a contractor who would be a likely bidder on the project, and he felt at this point the project will not get going until next year, Spring of 2020. The board then discussed that BEM has completed the well report and there were no concerns. Supervisor Wickham found the geological information provided in the report to be interesting.

Privilege of the Floor

Councilman Mosher wondered from CEO, Jerry Hoover, if there were any updates on the Sweet Acres Creamery project. Mr. Hoover stated that last he knew the owners were looking to redesign the building to eliminate firewalls and add a sprinkler system instead. One owner had contacted him earlier that day to request an address assignment, so he feels they are still moving forward. Once the redesign is finalized, they can also finalize their financing. Supervisor Wickham feels that they will begin work on site before summer's end. Councilman Malyj wondered the size of their building. Mr. Hoover approximated 17,000 square feet.

Councilman Smith wondered from Superintendent Lawson, if the Little Church Road water tank was still standing. Superintendent Lawson stated that yes, it is offline but still standing. Originally it was going to cost \$15,000 to get rid of it. When the price of scrap metal increased, it would have cost less, but the increase only lasted a short time and we missed the boat at that time.

Executive Session

At 8:44pm, Councilman Mosher made a motion to enter into executive session to discuss the employment history of a particular person. Seconded by Councilman Smith, the motion carried.

At 9:08pm, Councilman Keeney made a motion to end the executive session. Seconded by Councilman Smith, the motion carried.

Adjournment

With no further business, the meeting was adjourned at 9:09pm on motion of Councilman Mosher, seconded by Councilman Smith. Motion carried.

Kate Silverstrim-Jensen, Town Clerk
Town of Seneca

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