

TOWN OF SENECA
REGULAR MEETING
JULY 17, 2018

The regular meeting of the Seneca Town Board, County of Ontario, State of New York was held on the 17th day of July, 2018 at the Seneca Town Hall, 3675 Flint Road, Stanley, NY 14561 at 7:30pm.

PRESENT:

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

NECESSARILY ABSENT:

Shana Jo Hilton, Assessor

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

Approval of Agenda

Supervisor Wickham requested an addition to the agenda; under Supervisor's Report, add C. HUNT Engineering Report on the Water Capital Plan.

On motion made by Councilman Mosher, seconded by Councilman Keeney, to amend the agenda for the July 17, 2018 meeting. Carried.

On motion made by Supervisor Wickham, seconded by Councilman Malyj, to approve the amended agenda for the July 17, 2018 meeting. Carried.

Privilege of the Floor

No one wished to speak at this time.

Supervisor's Report

Supervisor Wickham explained that the Water Department is continuing to grow and there are over 100 miles of water main to maintain. In the past there has been discussion of adding another person to that department and it seems this is the time to do that. The board will see a resolution to hire a Public Works Maintenance Assistant later on this evening.

Supervisor Wickham reported that the town has received a request to install a *Little Free Library* at the Seneca Castle playground. He then asked Donna Crouse to speak about the program.

Mrs. Crouse explained that the book club she belongs to has been meeting in this area for over 15 years are passionate about literacy and reading, especially for children. There are already several Little Free Libraries in our area: 7 in Geneva and 3 or 4 in Canandaigua. She and the book club feel this would be good for Seneca Castle because there is not a local library. This would

hopefully encourage kids to read as part of their play. It would also have adult books so there would be something for everyone in the community. Anyone could simply take a book or leave a book. Nash Bock, of Habitat for Humanity has the materials to build the library and plans to work with a local boy scout troop in the fall to assemble it, so there would be no cost for the structure. Additionally, Donna and her book club will be the stewards for the library who make sure it is stocked and perform maintenance as needed. There are over 70 thousand Little Free Libraries across the world and it could be registered on the charter list so it could be found through the program's website, but there is a cost for that and it is not required. Once installed she plans to advertise the location by posting flyers locally and word of mouth.

Councilman Mosher asked how often the stewards would check on the library to ensure that there wasn't anything inappropriate put into it. Donna stated that it could be checked daily if necessary and that there have been very few reports of vandalism with this program.

Supervisor Wickham thanked Donna for her presentation and stated that there will be a resolution regarding this request later on in the meeting.

Supervisor Wickham then reported on the Water System Capital Project. HUNT Engineering has submitted their review of the Town of Geneva's Water Capital Project done by MRB Group. He stated that he and Superintendent Lawson are working with HUNT to look at each of the pieces of this project. The MRB study seemed to support improvements that may not be required for Seneca, so he looked to HUNT to help sort that out. There is now the question, where do we go from here? Supervisor Wickham feels it will be best to sit down with HUNT and clearly identify Seneca's needs, then sit with Geneva and see if we can compare both of our needs and come to an agreement. There is a time sensitive grant that we want to help Geneva apply for, so we want to keep moving but would like to clarify our plan.

Councilman Mosher echoed Supervisor Wickham's thoughts and stated that he has concerns about some of the projections made in the MRB study. He feels it will be best to talk with Geneva and come to an agreement that is fair and equitable for both parties.

Supervisor Wickham feels that we simply can't agree to the current cost split if the project gets no funding and the towns have to pay the full cost. He hopes that by working together on the grant it will be successful.

Councilman Malyj had questions for Superintendent Lawson regarding pumping requirements and there was a discussion of NYSDOH regulations regarding back-up pumps and pump life expectancy.

Supervisor Wickham stated that the grant submission deadline is September 7 and wanted the other board members to be aware that it may be necessary to hold a special meeting to keep the process moving.

Accept Minutes

On motion made by Councilman Keeney, seconded by Councilman Malyj, to accept the minutes from the June 19, 2018 regular meeting. Carried.

Supervisor Wickham presented the communications.

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

In addition to the Highway Report, Supervisor Wickham commended the crews on their cooperation. There was a day that the water crew helped the highway crew for an oil and stone project and this cooperation falls right in line with the vision to use our manpower and machinery to the best of our ability.

In addition to the Water Report, Superintendent Lawson reported that lots of valves have been turned lately and the only problems encountered have been minor adjustments with the newer lines.

In addition to the CEO Report, Jerry Hoover reported that he had connected with Ontario County Public Works earlier in the day and they will be sending a crew the following day to hydroseed at the Stanley Drainage project. Final grading had been completed that day, so after hydroseed and mulch, the project will be 100% complete.

Supervisor Wickham noticed that there had been an increase in the number of permits issued. Mr. Hoover responded that yes, indeed the number was up, although most permits were for small residential things.

There were no additions to the Assessor Report.

In addition to the Town Clerk report, the board asked Ms. Silverstrim to elaborate on the point of considering an ordinance establishing a policy on peddlers. Ms. Silverstrim explained that someone had come to the Town looking to obtain a permit to sell educational books and displayed permits obtained from surrounding towns. Our town does not have a policy and does not require peddlers to obtain a permit. Establishing a policy would allow the town to verify peddlers and their products, as well as deny peddling if there are problems or concerns.

Councilman Mosher wondered if this would apply to anyone going door-to-door, such as political candidates collecting signatures or boy scouts selling popcorn.

Ms. Silverstrim stated that it would depend on the policy the board decides upon. She offered to gather other town's policies for the board to review and get a better idea of what other towns have decided upon. She is also looking into a quote to compile a Town Code book which would gather all of our laws and ordinances together into a reference document that could be in print or online.

Supervisor Wickham announced that Mr. Fadden is no longer with Casella. The 2018 Casella scholarships were awarded this past month and there were two recipients from the Town of Seneca. Casella has hired a new General Manager who will start July 23. He has worked for a large waste management company out west and is looking to move back east where he grew up. Supervisor Wickham would like to hold a small reception after the August meeting for the board and community to meet and greet with the new General Manager.

Accept Supervisor, Town Clerk, and CEO Monthly Financial Reports

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

RESOLUTION #70-18 – AUTHORIZATION TO PAY THE AUDITED VOUCHERS

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

- General, claim # 1007-1010, 1012-1041, & 1061 in the amount of \$ 16,693.44
- Highway, claim # 1023, 1041, & 1043-1060 in the amount of \$ 31,275.59
- Sewer, claim # 1010 in the amount of \$ 73.40
- Hall Lighting, claim # 1011 & 1042 in the amount of \$ 391.84
- Stanley Lighting, claim # 1011 & 1042 in the amount of \$ 362.42
- Seneca Castle Lighting, claim # 1011 & 1042 in the amount of \$ 305.03
- Water, claim # 275-292 in the amount of \$ 66,399.68
- Trust & Agency, claim # 71-82 in the amount of \$ 1,551.02

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

ADOPTED AYES 5
 NAYS 0

New Business

RESOLUTION #71 -18: CREATE AND ADVERTISE PUBLIC WORKS MAINTENANCE ASSISTANT POSITION

WHEREAS, the Town of Seneca operates a town-wide water district known as Seneca Water District #1 which contains over 100 miles of water line and provides service to over 1,100 customers as well as to several surrounding municipalities; and

WHEREAS, it is the recommendation of the Water Superintendent to hire one additional staff member for the Water Department to assist with system operation, maintenance and repair; and

WHEREAS, there are funds to source this position in the 2018 adopted budget line SW1.8340.1 (Transmission & Distribution Personnel Services); and

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Seneca hereby creates the position of Public Works Maintenance Assistant; and

BE IT FURTHER RESOLVED, a copy of this resolution shall be presented to Ontario County Human Resources; and

BE IT FINALLY RESOLVED, this position shall be immediately advertised and applications shall be accepted until July 31, 2018.

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

ADOPTED AYES 5
 NAYS 0

Supervisor Wickham stated that the next resolution is in response to a request received by the town from Sand Hill Cemetery Association. They were recently audited and it was suggested that purchasing fuel from the town would be better for their record keeping. Currently local emergency responders purchase fuel, so the structure is in place. This would be the last available fuel key, so if we received other requests we would have to add to the fueling system or deny the request.

RESOLUTION #72 -18: APPROVE FUEL KEY FOR SAND HILL CEMETERY

WHEREAS, the Town of Seneca Town Board received a request from the Sand Hill Cemetery Association to obtain approval to purchase gasoline fuel from the Town; and

WHEREAS, the request is in response to a recent audit of the association which suggested this request be made; and

WHEREAS, the Town of Seneca currently has arrangements with local fire districts and EMS providers to purchase fuel from the town; and

WHEREAS, the Town has one unassigned fuel key remaining; and

NOW, THEREFORE BE IT RESOLVED the Town Board of the Town of Seneca hereby approves the Sand Hill Cemetery Association purchase of gasoline fuel from the Town of Seneca and authorizes the Highway Superintendent to assign the remaining fuel key to the Sand Hill Cemetery Association.

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

ADOPTED AYES 5
 NAYS 0

RESOLUTION #73 -18: AUTHORIZE "LITTLE FREE LIBRARY" INSTALLATION

WHEREAS, the Town of Seneca Town Clerk received a request from Ms. Donna Crouse seeking approval to place a *Little Free Library* at the playground in Seneca Castle; and

WHEREAS, the playground in Seneca Castle is located at 3023 Seneca Castle Road, a parcel owned by the Town of Seneca; and

WHEREAS, the *Little Free Library* would be assembled and installed by Mr. Nash Bock, the Director of Habitat for Humanity for Ontario County, and Ms. Crouse would be named the steward of the library; and

WHEREAS, the *Little Free Library* would foster a neighborhood book exchange and provide both adult and children's books to a community with no public library; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes the installation of a *Little Free Library* at 3023 Seneca Castle Road; and

BE IT FURTHER RESOLVED, the Code Enforcement Officer and Highway Superintendent shall work with Ms. Crouse and Mr. Bock to ensure the *Little Free Library* is placed in a suitable location.

On motion made by Councilman Keeney, seconded by Councilman Mosher, this 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 explained that there are several people who would like to participate in the Seneca Castle School Bell committee and asked Councilman Malyj if he would take the lead and schedule the first meeting. Councilman Malyj agreed and will contact those who have expressed interest.

Privilege of the Floor

No one wished to speak at this time.

With no further business, the meeting was adjourned at 8:24pm on motion of Councilman Keeney, seconded by Councilman Mosher. Carried.

Kate Silverstrim, Clerk
Town of Seneca