

TOWN OF SENECA  
REGULAR MEETING  
August 20, 2019

The regular meeting of the Seneca Town Board, County of Ontario, State of New York was held on the 20<sup>th</sup> day of August, 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	Kate Silverstrim-Jensen, Town Clerk
Jason Mosher, Councilman/Deputy Supervisor	Shana Jo Hilton, Assessor
Howard Keeney, Councilman	Kathy Mastellar, Historian
Jim Malyj, Councilman	

**NECESSARILY ABSENT:**

Jim Lawson, Highway & Water Superintendent

Others present included residents Ron Hutchinson, Chip and Christine D'Amico, Thomas Jensen and Mark Clinker, General Manager of the Ontario County Landfill.

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 had one addition to the agenda, under Communication, add I. Letter from Seneca Cemetery Association re: purchasing gasoline.

On motion made by Councilman Smith, seconded by Councilman Malyj, to amend the meeting agenda. Carried.

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

**Privilege of the Floor**

No one wished to speak at this time.

**Supervisor's Report**

At this time Supervisor Wickham introduced Tina DeNigro, Manager with EFPR Solutions. Tina introduced herself and gave background about her company, EFPR Solutions. They are a branch of EFPR, the Rochester based accounting firm that has been in business for over 65 years. EFPR Solutions was designed for smaller companies to provide bookkeeping and accounting support. They aren't auditors and actually cannot audit the work that they do, instead referring to outside auditors. Tina specializes in municipalities, providing support in government accounting and human resources. She is a former municipal bookkeeper herself. She fell into this business when one of the founding partners of EFPR, Bob Fox, was doing municipal audits and saw the need for someone to come alongside the municipality to assist with the items identified by an audit. EFPR Solutions offers assistance at every level, from assisting with completion of the Annual Report all the way to serving as a bookkeeper or bridging the gap during a turnover. They understand how complicated the role of bookkeeper is and can help get things in order and put a plan in place. They have worked in this area for 6 years now and currently have 24 local clients. Because this is all that they do, Tina

and her team are both knowledgeable and efficient.

Supervisor Wickham stated that he's spoken with Shana Jo about getting assistance with the Annual Report which would give a chance to get to know them. Councilman Mosher asked Tina if it would be wise for the board to look at the current financial software at this time as well. Tina indicated that our current software program can be challenging as it does not function like most products out there. The program does not move in real time so that makes reconciling difficult. Supervisor Wickham stated that it is a commonly used program due to the affordability and wondered what the difference in cost would be for another program. Tina estimated purchase of a mid-level program could run about \$15-25,000, however recommended a cloud-based system, which many programs are now offering. The cloud-based systems have an agreed upon annual rate that is lower than the cost of purchasing the program. She highlighted additional advantages to cloud-based systems such as ease of access and user friendliness. Supervisor Wickham thanked Tina for her insight.

Regarding the Budget Timeline, Supervisor Wickham identified possible dates for the Budget Workshop meeting. The meeting was scheduled for Wednesday, October 2, 2019 at 5:00 PM.

The Holiday Party was scheduled for Tuesday, December 10, 2019.

Supervisor Wickham has received notice that there will be a full military service for Sergeant Howard Gotts at the Sandhill Cemetery on September 2 (Labor Day) at 11:00 AM. Sgt. Gotts fought in WWII. He was a radio operator who was lost in combat while flying over Romania. Only recently were personnel able to enter Romania to search and identify remains of American soldiers. Now that Sgt. Gotts' remains have been identified, he can finally return home to be laid to rest. This will be a full military service and the public is encouraged to attend.

### **Accept Minutes**

Councilman Keeney made a motion to accept the minutes from the June 18 and July 16, 2019 board meetings. Councilman Smith seconded the motion. Motion carried.

### **Communications**

Supervisor Wickham presented the communications.

Town Clerk, Kate Silverstrim-Jensen, has submitted her voluntary resignation effective August 24, 2019. Upon presentation of the communication, Supervisor Wickham and the Town Board thanked Kate for her contributions to the Town of Seneca.

The Seneca Cemetery Association (Number Nine Cemetery) has requested to purchase gasoline from the Town of Seneca, like Sandhill Cemetery currently does. Supervisor Wickham looked to the board for their agreement and all members approved of this request. He will have Superintendent Lawson provide the Cemetery Association with a fuel key for this purpose.

### **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 highlighted that Superintendent Lawson may look to purchase more road salt before the end of the year. He is allowed to purchase up to 400 tons more salt

under the current agreement, however the budget line is spent and he does not intend to make this purchase. Nevertheless, the numbers for next year's contract will be out in a few weeks and if the cost increases significantly, he will look to purchase the additional tons this year under the current pricing structure. That would require a budget transfer. For now we will just wait to see what the new cost will be.

From the Water Report, Supervisor Wickham highlighted that Superintendent Lawson has elected to delay the installation of the water main on Melvin Hill Road due to the increased traffic from the closure of County Road 23. The county should have their new roundabout opened up in early September, so they will revisit the project at that time.

From the CEO's report, Jerry noted that work is rolling at the Seneca Castle Park. He provided the board with a timeline for completion of Phase 1 of the project.

There were no additions to the Assessor's report.

There were no additions to the Town Clerk's report.

From the Historian's report, Kathy looked to the board for guidance regarding the large desk in the Historian's office. She has asked around and searched the records but has not been able to locate where it came from. She and the volunteers are in agreement that it is too large for the space and they would like to get something smaller.

Being that there is no clear reason to keep the oversize desk, Supervisor Wickham looked for a motion to declare the Historian's desk to be surplus equipment. Councilman Mosher made the motion, Councilman Malyj seconded the motion. Motion carried.

Supervisor Wickham congratulated Mark Clinker on his 1-year anniversary – the August 2018 Town Board Meeting was the first that Mark attended as General Manager of the Ontario County Landfill. Everyone wishes Mark well and commended him on his efforts over the past 12 months. Mark reminded everyone that it was also one year ago that we experienced heavy rain in the area and the landfill experienced quite a bit of damage. In similar fashion, we received heavy rain this past weekend, and he was happy to report that the site was significantly more stable than last year. He reported that the continue to address odor concerns and aim for residents to not even know they're there. Supervisor Wickham feels there is still work to do to get to that point, but the odor problem is better than it was in the beginning of this year. Mark reported that they are close to the end of the consent order, and will continue to use best practice and stay one step ahead instead of chasing behind.

Councilman Malyj asked Mark if they are still keeping an eye out for rocks on 5 & 20, as he recently passed by and saw a very large stone in the middle of the road in front of the landfill. Mark stated that every truck is required to stop at the staging area and inspect tires before leaving the landfill site. There is a Casella employee there monitoring these inspections to ensure they are performed. Additionally, they employ a sweeper crew who come regularly to sweep the road and are also called in as needed. Supervisor Wickham noted that there has been an increase in truck traffic due to construction of the new cell and Mark confirmed that. Supervisor Wickham asked Mark to stay diligent as just one rock can make the difference.

#### **Accept Supervisor, Town Clerk, and CEO Monthly Financial Reports**

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

**Warrants**

**RESOLUTION #97-19: AUTHORIZATION TO PAY THE AUDITED VOUCHERS**

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

General, claim # 435-437 & 464-490 in the amount of \$ 9,197.57  
Highway, claim # 441-463, 489 & 490 in the amount of \$ 69,864.80  
Sewer, claim # 436 & 438-440 in the amount of \$ 3,291.18  
Solid Waste, claim # N/A in the amount of \$ 0.00  
Hall Lighting, claim # 436 & 491 in the amount of \$ 396.51  
Stanley Lighting, claim # 436 & 491 in the amount of \$ 366.94  
Seneca Castle Lighting, claim # 436 & 491 in the amount of \$ 307.07  
Water, claim # 133-150 in the amount of \$ 5,992.70  
Trust & Agency, claim # 68-84 in the amount of \$ 2,498.33

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

ADOPTED      AYES 5  
                  NAYS 0

**New Business**

**RESOLUTION #98-19: AUTHORIZE BUDGET AMENDMENT TO THE 2019 ADOPTED BUDGET**

**WHEREAS**, the Town of Seneca Highway Superintendent has received correspondence from the NYS Department of Transportation regarding the restoration of funds available through the Extreme Winter Recovery (EWR) Program; and

**WHEREAS**, the Town Board of the Town of Seneca wishes to amend the 2019 adopted budget to account for and track the restored EWR Program funds; and

**WHEREAS**, the Budget Officer and Bookkeeper recommend the following entries; and

**Revenues**

DA3501A    NYS Extreme Winter Recovery    \$ 35,194.55

**Expenditures**

DA5110.4    General Repair; Contractual    \$ 35,194.55

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Seneca hereby authorizes the above recommended accounting entries.

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

ADOPTED      AYES 5  
                  NAYS 0

**RESOLUTION #99 -19: ACCEPT REVISED 2019 AGREEMENT FOR THE EXPENDITURE OF HIGHWAY FUNDS**

**WHEREAS**, the Town Board of the Town of Seneca, through resolution #41-19, accepted the 2019 Agreement for the Expenditure of Highway Moneys pursuant to the provision of Section 284 of Highway Law; and

**WHEREAS**, an increase in revenue from the NYS Extreme Winter Recovery Program allows for increased expenditures in said agreement; and

**WHEREAS**, the Highway Superintendent presents the modified agreement, showing an increase to the profile/grader pave expenditure; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Board of the Town of Seneca hereby accepts the Revised 2019 Agreement for the Expenditure of Highway Moneys.

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

ADOPTED        AYES 5  
                     NAYS 0

**RESOLUTION #100 -19: AUTHORIZE PARTICIPATION IN COOPERATIVE ELECTRICITY SUPPLY 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 electricity; 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 Board of the Town of Seneca, of New York State 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 electricity 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 Malyj, seconded by Councilman Smith, this resolution was:**

ADOPTED        AYES 5  
                     NAYS 0

**RESOLUTION #101 -19: APPOINTMENT TO THE ZONING BOARD OF APPEALS**

**BE IT RESOLVED**, the Town Board of the Town of Seneca hereby appoints Kate Silverstrim-Jensen to the Zoning Board of Appeals effective August 26, 2019 for the term expiring on December 31, 2021.

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

ADOPTED        AYES 5  
                     NAYS 0

**RESOLUTION #102-19: ACCEPT QUOTE FOR COVERED PAVILION AT SENECA CASTLE PARK**

**WHEREAS**, the plan for remodeling the town park in Seneca Castle includes construction of a covered pavilion; and

**WHEREAS**, in accordance with the Town of Seneca Procurement Policy, the Code Enforcement Officer has requested and received two written quotes for this service; and

**WHEREAS**, presented for consideration is the lowest responsible bid from Santelli Lumber, document #502438/1, detailing materials for the construction of a covered pavilion for a total cost of \$5,883.66; and

**WHEREAS**, the cost for this purchase shall be charged to the 2019 adopted budget line A7140.4R (Recreation; Contractual; Reserve Funds); and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Seneca hereby accepts document #502438/1 from Santelli Lumber and authorizes the Code Enforcement Officer to make the purchase for a total cost not to exceed \$5,883.66.

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

ADOPTED        AYES 5  
                     NAYS 0

**RESOLUTION #103-19: HIRE PART-TIME EMPLOYEE FOR WATER MAIN INSTALLATION**

**WHEREAS**, the Water Superintendent plans to install over 6,000 feet of water main this fall; and

**WHEREAS**, the Water Superintendent recommends hiring one additional person to assist with installation of the water main; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Seneca hereby approves the hiring of Jerry Stape to fill the part-time laborer at an hourly rate of \$13.73/hr to be charged to the 2019 adopted budget line SW1-8340.1 (Transmission & Distribution Personal Services).

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

ADOPTED      AYES 5  
                     NAYS 0

**Old Business**

There were no updates to old business items at this time.

**Privilege of the Floor**

No one wished to speak.

**Executive Session**

At 8:14pm, Councilman Keeney made a motion to enter into executive session to discuss the employment of a particular person. Seconded by Councilman Mosher. Motion carried.

At 8:33pm, Councilman Smith made a motion to end the executive session. Seconded by Councilman Keeney, motion carried.

**Adjournment**

With no further business, the meeting was adjourned at 8:34pm on motion of Councilman Keeney, seconded by Councilman Malyj. Motion carried.

Kate Silverstrim-Jensen, Town Clerk  
Town of Seneca