

TOWN OF SENECA  
HIGHWAY DEPARTMENT  
APRIL 2024 MONTHLY REPORT

Town of Seneca Highway Department report from March 14, 2024 to April 15, 2024.

- Rebuilt and serviced the Midland road widener.
- The past month we treated the roads on 6 day, 9 trips and used approximately 245 tons of salt mix.
- Took down snow fence along with road markers and put them away.
- Cleaned 750 feet of ditch South of 4869 Wabash Road.
- Removed sidewalk at 3038 Seneca Castle Road at the home owner's request.
- Replaced the chain and bearings on the all-season body on Truck #8.
- We helped the water department with a water main break at Sensineg's on 5&20.
- Kidder Road culvert project has hit another road block. Hunt, Lane Enterprises and Ontario County Soil and Water are working together to resolve the issues.
- Removed a tree that took down wires and was blocking the road in front of the town hall.
- I had Turner from Penn Yan install battery disconnect switches on all five of our ten-wheel dump trucks. This is mandatory on all plow equipment and after talking with other municipalities that have had fires, I decided to hire it out to avoid litigation if something were to happen.
- Sent Pat to sewer and water school in Seneca Falls for credits towards his water and sewer licenses.
- Cleaned 100 feet of ditch on Prospect Hill Road at the intersection of Fort Hill Road.
- Drafted and signed a letter to Supervisor Wickham that releases John Hollowell from his probation as of April 24<sup>th</sup>.
- Serviced 2020 Chevrolet pickup. The next morning a deer ran into the driver's side rear door and box causing \$6,000 damage.
- Brian and I visited the Viking Harrisville, NY shop to look over and check specs on the International ten-wheel dump truck that we ordered in February of 2022 and was delivered to them on December 2023. We also visited the Viking Oakfield NY shop to see if the Mack ten-wheel dump truck that we ordered in August of 2023 and is scheduled to be built April 17, 2024 can be delivered to that shop to be outfitted any faster. It was agreed to send the Mack to the Oakfield NY shop with the possibility on receiving both trucks around October this year.
- All of the highway department along with Cordell from the water department attended the Certified Excavator renewal training in Penn Yan put on by UDIGNY.
- Cleaned ditch and installed culvert at 1841 Scoon Road.

*Mowing Contract*

Jim

**TOWN OF SENECA  
WATER DEPARTMENT  
APRIL 2024 MONTHLY REPORT**

Town of Seneca Water District report from March 20th, 2024, to April 16th, 2024

- State Report for February has been completed and turned into the Health Department.
- Monthly samples taken and passed.
- Dig safe tickets as requested.
- Shoveled and salted when needed.
- Flushed dead end hydrants.
- Assisted highway plowing.
- Fixed leaking hydrant on Route 5 & 20
- Read water meters and we sent out the water bills.
- Fixed water leak Route 5 & 20
- Shut water off and replaced angle meter valve at a house on Route 14 A
- Fixed water service on Old Mill Rd.
- Talked to water customer about a water issue on Route 245.
- Turned water back on and activated service for a business on Route 5 & 20
- Changed meter head out at 1066 Kashong Switch Rd pumphouse and had to fix some broken wires.
- Turned water on and activated service at a house on Gates Rd.
- Changed pressure relief valve on the hot water tank.
- Turned valves on Whitney Rd., Gates Rd., Johnson Rd., Prospect Hill Rd., and County Rd. 4
- Took care of some customers issues with their water bills.
- Ontario Water Tap installed an Insertion Valve on both sides of Olsen Tank. Inbound and outbound lines.
- Rebuilt the 2-inch pressure reducing valve at 5 & 20 Pit.
- Assist water customer with an issue on Number 9 Rd.
- Assist water customer with an issue on Route 5 & 20.
- Assist water customer with an issue on Goose St.
- Took water crew to Kennedy Valve to see how hydrants and valves are made.
- Talked to a customer about installing a new water service on County Rd. 4.
- Turned water back on and activated service on Little Church Rd.

## WATER PROJECT UPDATES

- **Kashong Switch Hot Box**

- The pipes are coming out of the ground for the hotbox
- The Mag Meter and Pressure Reducing Valve Have been delivered.
- Next couple of weeks the electric is going to be run to the hotbox.
- Concrete and Hotbox will be set and assembled.

- **Olsen Tank Site**

- The Insertion Valves were installed for the incoming and outgoing lines
- The next couple of weeks they will be hooking up the rest of the water main to both tanks.
- Pre-Load will be coming back on-site next week if everything goes as planned to continue to get the tank finished.

- **Kashong Switch Pumphouse**

- Drawing have been submitted to the Health Department for about a month and a half now. Just waiting to hear back from them.
- Talked with Hunt, everything has been submitted, just waiting for approve to move forward with the project.

***Town of Seneca Zoning Office***  
3675 Flint Rd  
Stanley, NY 14561

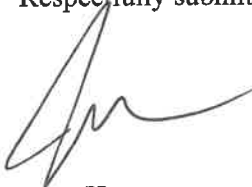
April 16, 2024  
To: Town Board Members  
From: Jerry Hoover  
Re: Monthly report

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Enclosed is my monthly report for your review.  
Included for your review are the following:

- Highlights of activities for the month.
- Overview of collected fees for the month (payment detail report).
- Copy of the monthly permits issued report.
- Various attachments

Respectfully submitted,



Jerry Hoover

### ***Highlights of monthly activities – Zoning Office:***

I am working on three more houses on Orleans Road. One is empty and I spoke with the bank and property management company. This should be cleaned up within the next two weeks and they are prepping for sale within the next few months. I am working to contact the owners of the other two.

The renovations for the pavilion will be completed in September with removing the fireplaces, opening the center wall up, and placing a furnace room with forced air heat.

I am in meetings with the owners of the Silos of Seneca, the wedding and event venue on Redman Road. They may attend Town Board meetings regarding the zoning on this property. As you may recall, they received a special use permit to operate a home business on this property. Home businesses are supposed to operate within an enclosed building. The Zoning Board granted permission for them to have wedding ceremonies in the yard, and use an outdoor courtyard area, open gazebo, and future open deck for customers to congregate on. Throughout that process I indicated that the town would likely look at the zoning and uses to determine if we should change zoning for a use of this nature. To date, the owners have not had an event at the facility since approvals were granted. At the March ZBA meeting the board renewed the special use permit for another year. The owners are seeking to substantially change the way the event center operates in that they would like to utilize the entire property, outside of the buildings to host many types of events such as flea markets, food truck shows, yard sales, outdoor dinners, etc.

I met with the owners this morning to go over several of their concerns, many of which were taken care of by simple clarification of the approvals and determinations of what was included in the approval. Some of their requests will be removed as questions were already answered.

Throughout the conversation with the board, I indicated that the committee looking at this would be recommending to the Town Board to add an event venue to the list of home businesses within the AG district as it was determined that it was preferred to have the owner live on site. The owners are not satisfied as long term they do not want to have to live on the property and want essentially unlimited use of the property, inside and out. I also indicated that the Town Board has NOT received the recommendations yet and would make the final decision. I instructed owners to speak with Supervisor Wickham with their concerns and ideas and he would proceed with the board and committee. They may be at tonight's meeting to observe and introduce themselves.

We have several items that will be going through the approval process.

A new local law for the administration of the building code. This is a NYS item and we need to update our local law. I have it finished and given it to Haley. It will go to Mike Roulan and be ready to present at May's meeting. To begin the adoption process.

We have short term rental, Comprehensive plan, and Zoning updates all nearing completion. I expect these to be ready to present to the Town Board in the May or June timeframe. The committees will present to the board and request the board review. Once approved by the board we can begin the formal adoption process. As we near presentation of these to the board I will outline the adoption process and tentative timeline. The process takes 2-3 months once the board approves the language in concept.

# Assessor's Report

## April 16, 2024

Change of assessment notice will be going out any day. Tentative Roll will be published and available May 1<sup>st</sup>. Value changes this year are for new construction and removal of buildings. I will be available to meet with property owners to answer questions or concerns over their new assessment.

I will be in attendance with the Tentative Roll by appointment the following dates and times Thursday May 9<sup>th</sup> noon – 4pm, Thursday May 16<sup>th</sup> 10am – 2pm, Saturday May 18<sup>th</sup> 9am – 1pm and Tuesday May 21<sup>st</sup> 4pm – 8pm here at the Town Hall.

Board of Assessment Review training will be coming up. New member Dale Heinzman will be attending, along with reappointed Board Member Colleen Cappiello. All members are welcome and can attend, however only new & reappointed members are required to attend. This training does an excellent job in preparing BAR members for the job at hand. Grievance Day is scheduled for Tuesday May 23<sup>rd</sup> 4pm – 8pm appointments are highly recommended.

Ag land conversion notices (property that has been receiving an Ag Exemption with in the last 5 years and has been improved with no Ag buildings) and charge back notices (properties that had Sr. Exemption, or Veterans, etc. exemption that was sold and the new owner does not qualify) are also in the process of being finalized and mailed out to property owners. Property owners have the right to appeal against any of these findings with the Board of Assessment Review.

Feel free to contact me with any questions.  
Shana Jo

# Town Clerk's Report

April 2024

→ In the month of March, the office processed the following:

New Dog Licenses	6
Dog License Renewals	33
Dogs with changed status	1
Marriage Licenses	0
DEC Licenses- Gross	0
DEC Lic. Commission to the Town	0
Certified Copies	3
Other	1
Unique Website Visitors- ONE TIME	1013 ↓ 5%
Website Views- TOTAL VIEWS	2,481 ↓ 22%

→ **OTHERS:**

- Cleaning up the Pavilion Banking from when I was gone. There was one non-resident that we forgot to write over to the Town Clerk
- Sent out Dog License renewals and delinquents as needed.
- Completed Tax Collection season and balanced perfectly with the county.
  - All but 80 parcels had been collected on.
  - We collected \$1,786,206.84 of the \$1,941,780.64 warrant on time
  - Outstanding Unpaid Total: \$155,573.80
- Created and sent out water bills. Started collecting on them.

Respectfully,  
Haley S. Eagley

# Town of Seneca - Historian's Report

April 16, 2024

Gene Fontana has donated a framed 1904 Map of Ontario County. It includes the railroad information through the Town of Seneca.

In anticipation of Memorial Day, Lisa researched Town of Seneca veterans who died *while serving*. The updated list has been provided to Haley for the Memorial Day program.

If you have any questions, please let me know.

March Hours:	Volunteer hours were:	John	0
		Lisa	5 ½

	My hours were:	16
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*Kathy Mastellar*  
*Town Historian*