

**TOWN OF SENECA**  
ORGANIZATIONAL AGENDA  
JANUARY 4<sup>TH</sup>, 2022

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4:00 PM Organizational Board Meeting

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Oaths of Office

Andrew Wickham	Town Supervisor
Haley Eagley	Town Clerk
Jim Lawson	Town Highway Superintendent
Howard Keeney	Town Councilman
Jim Malyj	Town Councilman
Shaun Kunes	Deputy Highway Superintendent

6. Organizational Resolutions
  - a. **Resolution #1-22 through #34-21**
7. New Business
  - a. **Resolution #35-22-** Authorize Executive Order No. 11.1
  - b. **Resolution #36-22-** Authorize Water Superintendent to Enter into Generator Maintenance Agreement
  - c. **Resolution #37-22-** Authorize 2022 Cooperative Electricity & Gas Supply Bid
8. Old Business
9. Privilege of the Floor
10. Adjournment

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ORGANIZATIONAL RESOLUTIONS  
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<b>Resolution #1-22</b>	<b>Resolved that</b> , the regular meetings of the Seneca Town Board, for the year 2022, shall be held each month on the third (3 <sup>rd</sup> ) Tuesday, beginning at 7:30 PM.
<b>Resolution #2-22</b>	<b>Resolved that</b> , the Investment Policy (original adoption 1/04/1999) be adopted as edited and reviewed on January 4, 2022.
<b>Resolution #3-22</b>	<b>Resolved that</b> , the Procurement Policy (original adoption 7/19/1994) be adopted as edited and reviewed on January 4, 2022.
<b>Resolution #4-22</b>	<b>Resolved that</b> , the Town of Seneca Volunteer Emergency Personnel Policy (original adoption 06/19/06) be adopted as reviewed on January 5, 2021.
<b>Resolution #5-22</b>	<b>Resolved that</b> , the Alcohol and Drug Testing Policy (original adoption 04/00) be adopted as reviewed on January 4, 2022.
<b>Resolution #6-22</b>	<b>Resolved that</b> , the Revised Health and Dental Care Policy (original adoption 01/01/10) be adopted as edited and reviewed on January 4, 2022.
<b>Resolution #7-22</b>	<b>Resolved that</b> , the Comprehensive Emergency Management Plan (original adoption 02/12) be adopted as reviewed on January 4, 2022.
<b>Resolution #8-22</b>	<b>RESOLVED THAT</b> the Ethics Policy (original adoption 01/04/10) be adopted as reviewed on January 4, 2022.
<b>Resolution #9-22</b>	<b>Resolved that</b> , the Sexual Harassment Policy (original adoption 10/16/18) be adopted as reviewed on January 4, 2022.
<b>Resolution #10-22</b>	<b>Resolved that</b> , the Rules of Order (original adoption 02/12) be adopted as edited and reviewed on January 4, 2022.
<b>Resolution #11-22</b>	<b>Resolved that</b> , the Finger Lakes Times be the official newspaper for the Town of Seneca.
<b>Resolution #12-22</b>	<b>Resolved that</b> , the Fee Schedule (original adoption 1/15/2019) be adopted as edited and reviewed on January 4, 2022.

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<b>Resolution #13-22:</b> RESOLVED THAT			
1	COUNCILMAN MOSHER	be appointed	Deputy Supervisor
2	JAMES LAWSON	be appointed	To open competitive bids on general and highway department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> , will act in this capacity.
3	BRIAN PRATER	be appointed	To open competitive bids on water department purchase contracts required to be advertised, and in his absence, <b>COUNCILMAN MOSHER</b> , will act in this capacity.
4	SHAUN KUNES	be appointed	Deputy Highway Superintendent
5	HALEY EAGLEY	be appointed	Registrar of Vital Statistics, collecting agent of Seneca Town Water District, Billing Agent of Seneca Town Water District, and Safety Coordinator.
6	SHANA JO HILTON	be appointed	Sole-Appointed Assessor; Deputy Town Clerk; Deputy Registrar of Vital Statistics; Deputy Tax Collector; Part-Time Bookkeeper; Highway Clerk;
7	JERRY HOOVER	be appointed	Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building and Grounds.
8	TOWN OF GORHAM CODE ENFORCEMENT OFFICER	be appointed	Deputy Zoning and Code Enforcement Officer
9	BRIAN PRATER	be appointed	Water/Sewer Superintendent
10	KATHERINE MASTELLAR	be appointed	Historian
11	NICHOLAS SCHMITT	be appointed	Part-Time Clerk (Court Security)
12	MARY BEER	be appointed	The Town Health Officer (See detailed Resolution attached)
13	MICHAEL ROULAN, ESQ.	be appointed	The Town Attorney
14	CAROL GOLDEN	be appointed	The Town Financial Consultant

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**RESOLUTION #13-22.12**

*Appointment of Mary Beer, RN, MPH, Ontario County Public Health Director as Local Health Officer for the Town of Seneca*

**WHEREAS**, In an effort to continue to comply with the Shared Services Initiative, Ontario County and the Town of Seneca opt to extend the opportunity to share and coordinate the services of Mary Beer, RN, MPH, the Public Health Director of Ontario County, to act as the Local Health Officer for the Town of Seneca; and

**WHEREAS**, The Town of Seneca wishes to continue the appointment of Mary Beer, RN, MPH, the Ontario County Public Health Director as the Town of Seneca Local Health Officer; and

**WHEREAS**, Mary Beer, RN, MPH, the Ontario County Public Health Director, agrees to act as the Local Health Officer for the Town of Seneca, hereby eliminating the need to appoint and pay a local health officer; and

**WHEREAS**, Part BBB of Chapter 59 of the Laws of 2017 specifically authorizes cooperating municipalities to enter into shared services agreements; and

**WHEREAS**, the parties wish to extend the Shared Services Agreement providing for the appropriate services; now therefore, be it,

**RESOLVED**, in consideration of the preceding, and pursuant to New York Public Health Law §320, it is mutually agreed upon between Ontario County and the Town of Seneca, Mary Beer, RN, MPH, The Ontario County Public Health Director shall be appointed as the Local Health Officer; and be it further

**RESOLVED**, in furtherance of this appointment, Mary Beer, RN, MPH, the Ontario County Public Health Director will investigate complained of public health nuisances arising with the Town and when necessary to resolve said nuisances will present the facts and recommendations to the Town Board for their decision and enforcement action; and be it further

**RESOLVED**, the payment of any costs to abate a public health nuisance shall be a Town cost; be it finally

**RESOLVED**, the duration of this appointment will begin January 1, 2022 and will end on December 31, 2025.

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<b>Resolution #14-22</b>	<b>Resolved that</b> , the regular work week remains at 40 hours.
<b>Resolution #15-22</b>	<b>Resolved that</b> , the Water Superintendent and Public Works Maintenance Assistants will read the water meters.
<b>Resolution #16-22</b>	<b>Resolved that</b> , the Highway and Water/Sewer Superintendent be authorized to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$1,000 per purchase and also to purchase off State and County Bids.
<b>Resolution #17-22</b>	<b>Resolved that</b> , Kate Silverstrim-Jensen is reappointed to the ZBA
<b>Resolution #18-22</b>	<b>Resolved that</b> , Tim Marks is reappointed to the Planning Board.
<b>Resolution #19-22</b>	<b>Resolved that</b> , John Karszes is reappointed to the Agricultural Committee.
<b>Resolution #20-22</b>	<b>Resolved that</b> , the following be named to the Landfill Advisory Committee: Mary Frarey, Jason Dunham, Shana Jo Hilton and Tim Scoon.
<b>Resolution #21-22</b>	<b>Resolved that</b> , Planning Board meetings will be held on the fourth Monday of each month at 7:30 and the Zoning Board of Appeals will meet the Thursday following the fourth Monday of each month at 7:30. State mandate requires new planning or zoning board members to take eight hours of training within the first year of appointment. After their first year of service, all members shall take a minimum of four hours per year thereafter. Four hours may be carried into the next year. All training shall be relevant to that member's powers or duties on the board and sponsored by the New York Association of Towns, New York Planning Federation, State of New York, or any political subdivision thereof, or any such session approved by the chair of the board. No planning or zoning board member shall be absent from more than three consecutive meetings or from a total of one third of the meetings of either board in any calendar year. Failure of any member to satisfy the attendance or training requirement shall be cause for removal from the board. Attendance shall be taken at each meeting by the secretary. Each member shall be paid \$45.00 per meeting attended and the chairperson and secretary shall be paid \$55.00 per meeting attended.
<b>Resolution #22-22</b>	<b>Resolved that</b> , the Supervisor shall be and hereby is authorized to pay the following claims prior to town audit: Utility Bills, Postage for Billing, Insurance, and Retirement and any invoices deemed necessary that are due prior to the date of the board meeting.

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**Resolution #23-22**

**RESOLVED THAT**, the following named employees of the Town of Seneca shall be paid at the following annual rates, paid bi-weekly for the year 2022

ANDREW WICKHAM	SUPERVISOR/BUDGET OFFICER	\$ 20,004.00
JESSE ORBAKER	COUNCILMAN	\$ 4,235.00
HOWARD KEENEY	COUNCILMAN	\$ 4,235.00
JASON MOSHER	COUNCILMAN	\$ 4,235.00
JAMES MALYJ	COUNCILMAN	\$ 4,235.00
HALEY EAGLEY	TOWN CLERK + OTHER DUTIES	\$ 57,218.00
JERRY HOOVER	ZONING & CEO + OTHER DUTIES	\$ 86,374.00
SHANA JO HILTON	SOLE APPT. ASSESSOR + OTHER DUTIES	\$ 77,942.00
DAVID CAMPBELL	TOWN JUSTICE	\$ 12,951.00
PAUL HOOD	TOWN JUSTICE	\$ 12,951.00
JAMES LAWSON	HIGHWAY SUPERINTENDENT + OTHER DUTIES	\$ 83,824.00
SK	DEPUTY HIGHWAY SUPERINTENDENT	\$ 27.25
TM	MEO/ MECHANIC	\$ 26.27
BA	MEO	\$ 26.48
AS	MEO	\$ 26.48
RS	MEO	\$ 26.48
MM	MEO	\$ 26.48
BRIAN PRATER	WATER + SEWER SUPERINTENDENT	\$ 68,551.00
RC	PWMA	\$ 27.81
LABORERS	LOW-HIGH	\$ 13.50-\$ 17.00
SC	COURT CLERK	\$ 15.55
NS	PART-TIME CLERK (COURT SECURITY)	\$ 75.00
KATHERINE MASTELLAR	HISTORIAN	\$ 2,165.00
MICHAEL ROULAN	TOWN ATTORNEY	\$ 7,205.00

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<b>Resolution #24-22</b>	<b>Resolved that</b> , the rate for mileage traveled by town employees using private vehicles shall be .56 cents per mile.						
<b>Resolution #25-22</b>	<b>Resolved that</b> , water services in Seneca Town Water District will not be started after December 1 and before April 1, unless the individual pays cost of service and all other costs.						
<b>Resolution #26-21</b>	<p><b>Resolved that, RESOLVED THAT</b> the fees charged by Seneca Town Water District to install new water services will be:</p> <table border="1" data-bbox="667 632 1255 741"> <tr> <td>1" SERVICE (3/4" METER)</td> <td>\$ 1,600.00</td> </tr> <tr> <td>1 ½" SERVICE</td> <td>\$ 3,000</td> </tr> <tr> <td>2" SERVICE</td> <td>\$ 3,800</td> </tr> </table>	1" SERVICE (3/4" METER)	\$ 1,600.00	1 ½" SERVICE	\$ 3,000	2" SERVICE	\$ 3,800
1" SERVICE (3/4" METER)	\$ 1,600.00						
1 ½" SERVICE	\$ 3,000						
2" SERVICE	\$ 3,800						
<b>Resolution #27-22</b>	<p><b>Resolved that</b>, installing new water services of 150 feet or more from the highway right-of-way will require a water meter pit and meter reader post at the curb stop. The fees charged by Seneca Town Water District to install new water services and water meter pits will be:</p> <table border="1" data-bbox="776 898 1146 936"> <tr> <td>1" SERVICE</td> <td>\$ 2,450.00</td> </tr> </table>	1" SERVICE	\$ 2,450.00				
1" SERVICE	\$ 2,450.00						
<b>Resolution #28-22</b>	<p><b>Resolved that</b>, Meter pits for 1 ½" and 2" services will be supplied and installed by applicant per Town of Seneca specifications. When water services require a backflow preventer, allowed in a meter pit, the cost of a properly sized pit and installation will be the responsibility of the owner. Also, the fee for repairing services is \$100.00 per hour plus parts. The option is given to have Seneca Water Department do the work or a private contractor may be hired. However, if the resident chooses a private contractor, the work must be performed within one week, or the water district will do the work at the rate listed above.</p>						
<b>Resolution #29-22</b>	<p><b>Resolved that</b>, the charge of \$30 may be levied against any person or corporation doing business with the Town of Seneca, when a check they have written has been returned from their bank having insufficient funds to cover the check.</p>						
<b>Resolution #30-22</b>	<p><b>Whereas</b> the Town of Seneca desires to avoid conflicts of interest and hiring discrimination within the town;  <b>Now, therefore be it resolved as follows</b>, the Town of Seneca shall not employ or hire in any full-time capacity a relative of a town official or present employee of the town except as provided by law. Family is defined as parent, grandparent, child, grandchild, in-law, sibling, or spouse.</p>						

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<b>Resolution #31-22</b>	<b>Resolved that</b> , any town official or employee authorized to take a town vehicle home shall, upon taking any leave for 3 or more consecutive days, return the vehicle to either the highway building or Town Hall. The Town may require that a vehicle be returned for leave less than 3 days if the vehicle is needed for daily operation.
<b>Resolution #32-22</b>	<b>Resolved that</b> , Seneca Town Water District will provide water at no cost to the town owned properties located at 3675 Flint Road, 3649 Flint Road, 3661 Flint Road, and 4224 South Street. Further, the Town of Seneca will not charge any rent from Seneca Water District for buildings located at 3649 Flint Road.
<b>Resolution #33-22</b>	<b>Resolved that</b> , the Fire Protection Funds received from Casella will be split between the fire districts as such: Stanley Fire District will receive 70%, Hall Fire District 15% and Seneca Castle Fire District 15%.
<b>Resolution #34-22</b>	<b>Resolved that</b> , MICHAEL ROULAN will be compensated \$150.00 per hour for services above and beyond normal Town Attorney's duties; defined as contributing to current or probable litigation.



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**Resolution #35-22**

Authorize Executive Order No. 11.1

**WHEREAS**, on Sunday, December 26, 2021, Governor Hochul issued executive order No. 11.1, which makes it possible for senior citizens and persons with disabilities to have their 2022 property tax exemptions renewed without filing renewal applications; and

**WHEREAS**. It was the recommendation of Assessor Hilton to authorize this as an option for the Town of Seneca to reduce some of the burden on our senior citizens; and

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby authorizes Assessor Hilton to utilize Executive Order No. 11.1.

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**Resolution #36-22**

Authorize Water Superintendent to Enter into Generator Maintenance Agreement

**WHEREAS**, the Town of Seneca Water District provides and maintains water to over 1,100 homes; and

**WHEREAS**, in order to provide and maintain the water to our customers, the generators in the pump stations need to be maintained and exercised regularly; and

**WHEREAS**, The Town of Seneca Procurement Policy states that any contract between \$1,000.00 and \$4,999.99 requires two separate verbal quotes unless good faith effort was made; and

**WHEREAS**, Water Superintendent Prater made good faith effort but was able to secure one quote from Finger Lakes Power Systems to service all four of the town's generators in 2022 for \$2,563.20; and

**WHEREAS**, it is Water Superintendent Prater's recommendation to accept the quote from Finger Lakes Power Systems; and

**NOW THEREFORE BE IT RESOLVED** the Town Board of the Town of Seneca hereby approves and authorizes Water Superintendent Prater to enter into a 2022 agreement with Finger Lakes Power Systems at the above-mentioned price.

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**Resolution #37-22**

Authorize Participation in 2022 Cooperative Electricity & Gas 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 gas & 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 gas and 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.