

**TOWN OF SENECA**  
REGULAR MEETING AGENDA  
**JUNE 21<sup>ST</sup>, 2022**

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7:30 PM Public Hearing- Fair Housing

7:35 PM Public Hearing- Community Development Block Grant

7:40 PM Regular Meeting

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Supervisor's Report
  - a. Verizon Easement
  - b. Farmworker Housing Grant Update
6. Approve Minutes of May 17<sup>th</sup>, 2022 Regular Meeting and June 7<sup>th</sup>, 2022 Special Meeting
7. Communications
  - a. Board of Elections Information
  - b. The Inside Dirt
8. Reports:

Highway
Water
CEO
Assessor
Town Clerk
Historian
Casella

9. Accept Supervisor, Town Clerk, and CEO Financial Reports
10. Warrants:
  - a. **Resolution #62-22:** 2021 Warrants
11. New Business
  - a. **Motion #1:** Set Public Hearing for June 28, 2022 @ 7 PM
  - b. **Motion #2:** Set Public Hearing for June 29, 2022 @ 7 PM
  - c. **Motion #3:** Set Public Hearing for June 30, 2022 @ 7 PM
  - d. **Resolution #63-22:** Authorization to Solicit Bids on Storage Building
  - e. **Resolution #64-22:** Approve Verizon Easement
  - f. **Resolution #65-22:** Approve Pavement Quote for Water Department
  - g. **Resolution #66-22:** Adoption of Town of Seneca Fair Housing Plan
  - h. **Resolution #67-22:** Approve Submission of a Local Government Efficiency Grant Application to New York State Department of State
  - i. **Resolution #68-22:** Authorize the Submission of Farmworker Safety Housing Grant
12. Old Business
13. Privilege of the Floor
14. Adjournment

# **RESOLUTIONS & MOTIONS**

**TOWN OF SENECA**

*Regular Board Meeting*

June 21<sup>st</sup>, 2022

**Resolution # 62-22**

Authorization to Pay the 2022 Audited Vouchers

<b>Claim Category</b>	<b>Claim Numbers</b>	<b>Claim Amount</b>
GENERAL		
HIGHWAY		
WATER		
SEWER		
HALL		
STANLEY		
SENECA CASTLE		
TRUST & AGENCY		
WATER CAPITAL SYSTEM		

Ayes	Nays	Abst.	Absent	Motion	Second

**MOTION #1**

Supervisor Wickham looks for a motion to set a date for a public hearing on June 28, 2022, at 7:00 PM located at the Hall Fire Department for an information session on the future of the Ontario County Landfill.

<b>Motion Made By</b>	<b>Motion Seconded By</b>	<b>All in favor?</b>

Supervisor Wickham now directs Clerk Eagley to publish a legal notice in the Finger Lakes Times with the date and time of this Public Hearing.

**MOTION #2**

Supervisor Wickham looks for a motion to set a date for a public hearing on June 29, 2022, at 7:00 PM located at the Stanley Fire Department for an information session on the future of the Ontario County Landfill.

<b>Motion Made By</b>	<b>Motion Seconded By</b>	<b>All in favor?</b>

Supervisor Wickham now directs Clerk Eagley to publish a legal notice in the Finger Lakes Times with the date and time of this Public Hearing.

**MOTION #3**

Supervisor Wickham looks for a motion to set a date for a public hearing on June 30, 2022, at 7:00 PM located at the Seneca Castle Fire Department for an information session on the future of the Ontario County Landfill.

<b>Motion Made By</b>	<b>Motion Seconded By</b>	<b>All in favor?</b>

Supervisor Wickham now directs Clerk Eagley to publish a legal notice in the Finger Lakes Times with the date and time of this Public Hearing.

**Resolution #63-22**

Authorization to Solicit Bids for Construction of Storage Building

**WHEREAS**, the 2022 Adopted Town Budget for the Town of Seneca includes monies in the Operation of Buildings fund under Maintenance and Repair; and

**WHEREAS**, CEO Hoover is requesting to solicit bids for the construction of a 40x70 storage building (40x60 with a 10-foot overhang at the North end); and

**NOW THEREFORE BE IT RESOLVED**, the Town Board of the Town of Seneca hereby authorizes the competitive bidding of the construction of the building, including but not limited to time, labor and materials and directs the Town Clerk to advertise this bid as is required under General Municipal Law.

Ayes	Nays	Abst.	Absent	Motion	Second

**Resolution #64-22**  
Approve Verizon Easement

**BE IT RESOLVED**, the Town Board of the Town of Seneca hereby authorizes an access easement with Bell Atlantic Mobile Systems, LLC (DBA: Verizon Wireless) for ingress and egress from Olson Road to a new telecommunications facility to be installed on lands owned by United Land Stewards, LLC.

Ayes	Nays	Abst.	Absent	Motion	Second

**Resolution #65-22**

Approve Pavement Quote for Water Department

**WHEREAS**, the Town of Seneca Water Department placed Water Main along Yaegel Road approximately 2 years ago; and

**WHEREAS**, the Water Department had to cut through the paved driveways of a resident and a business (4 spots in total); and

**WHEREAS**, the resident and business owner requested that the driveways get fixed professionally; and

**WHEREAS**, in accordance with the Town of Seneca Procurement Policy, the Water Superintendent has received 2 written quotes; and

**WHEREAS**, it is the recommendation of the Water Superintendent to approve the quote from Upstate Paving for the non-rate job in the amount of \$5,600.00;

**BE IT RESOLVED**, the Town Board of the Town of Seneca hereby accepts the quote from Upstate Paving for an amount not to exceed \$5,600.00.

Ayes	Nays	Abst.	Absent	Motion	Second

**Resolution #66-22**  
Adoption of Town of Seneca Fair Housing Plan

**WHEREAS**, This Board recognizes that housing opportunities should not be limited to individuals due to discriminatory practices in the sale or rental of housing; and

**WHEREAS**, The Planning Department has prepared a draft Fair Housing Plan based upon the model promulgated by the New York State Office of Community Renewal, which is on file with the Clerk of this Board; and

**WHEREAS**, This Board did duly advertise and hold a public hearing on June 21, 2022 to solicit comment on said draft Fair Housing Plan; and

**WHEREAS**, The Planning and Environmental Quality Committee recommends adoption of this resolution; and

**WHEREAS**, This Board wishes to publicly state its continued commitment to Fair Housing to update in the manner type of actions that Town staff shall undertake to promote Fair Housing throughout The Town of Seneca; now, therefore, be it

**RESOLVED**, That the adoption of the Town of Seneca Fair Housing Plan would designate The Town Supervisor, as the Town's Fair Housing Officer and will:

1. Conduct an annual public meeting on Fair Housing and report the steps taken to address fair housing issues cited,
2. Maintain information regarding housing discrimination complaints,
3. Receive and maintain housing discrimination complaints,
4. Forward housing discrimination complaints to the Fair Housing/Equal Opportunity Division of the applicable office of the Federal Department of Housing and Urban Development,
5. Provide information to and refer individuals making housing discrimination complaints to appropriate entities and organizations to provide legal and other aid,
6. Distribute and post information on Fair Housing and where to make complaints on discriminatory housing practices, and
7. Draft proclamations, resolutions, and press releases to publicize April of each year as Ontario County's Fair Housing month in promoting Ontario County's commitment to Fair Housing and methods for the public to obtain fair housing information and make complaints of discriminatory housing practices; and

**FURTHER RESOLVED**, That the adoption of the Town of Seneca Fair Housing Plan constitutes a minor change in departmental responsibilities in the continuation of the Town's commitment to Fair Housing; and further

**RESOLVED**, The adoption of the Town of Seneca Fair Housing Plan is hereby determined to be a class II action exempt from review under the NYS Environmental Quality Review Act and its implementing regulations found at 6 NYCRR Part 617 as it involves the adoption of regulations, policies, procedures and local legislative decision in connection with routine or continuing agency administration and management and does not involve a major reordering of priorities that may affect the environment; and further

**RESOLVED**, That the Town of Seneca Fair Housing Plan on file with the Clerk of this Board is hereby adopted; and finally

**RESOLVED**, that this resolution shall take effect immediately.

## **Resolution #67-22**

### Approve Submission of a Local Government Efficiency Grant Application to New York State Department of State

**WHEREAS**, the Local Government Efficiency ("LGE") Grant program, administered by the New York State Department of State, is intended to incentivize new actions between local governments that will reduce the cost of municipal operations and modernize the delivery of local services; and

**WHEREAS**, the Ontario County (the "County") Administrator has requested the Town of Seneca's support for the submission by the County of a Local Government Efficiency grant application to the New York State Department of State for up to \$200,000.00 per participant for implementation of a prospective Shared Services Project where multiple entities within the County will collaborate in implementation and ultimately transition to an electronic contract and insurance lifecycle management solution (the "Ontario County Electronic Contract and Insurance Lifecycle Management Solution Implementation Project"); and

**WHEREAS**, the Ontario County Electronic Contract and Insurance Lifecycle Management Solution Implementation Project will include: (1) defining existing contracts, insurance and approval processes for each participating entity; (2) defining opportunities for efficiencies and cooperation amongst the participants with contract policies, forms, workflows, vendors, insurance and risk management review; (3) development of training materials for participants and their vendors; (4) development of virtual support database; (5) building of webpage for 24/7/365 access to materials and virtual support database; and

**WHEREAS**, the County will serve as the lead applicant on this grant application; and

**WHEREAS**, the flexibility that has been required to continue to serve its constituents in a COVID-19 world, the increased retirements and workforce transition and the decrease in potential workforce applicants have put added pressure on local governments to be more efficient, and the proposed project between local governments to transition them to an electronic contract and insurance lifecycle management solution will reduce the cost of municipal operations and modernize the delivery of local services both in the collective procurement of software and consultant services and in the administration of contracts and insurance via an electronic software, now therefore, be it

**RESOLVED**, that the Town of Seneca, on behalf of itself and its special districts, supports the application by lead applicant Ontario County for funding from the LGE Grant for the Ontario County Electronic Contract and Insurance Lifecycle Management Solution Implementation Project, in the form as filed with the Clerk of Ontario County Legislature; and further

**RESOLVED**, that the Town Supervisor is hereby authorized to execute a Memorandum of Understanding between the County and other co-applicants on behalf of itself and its sewer/water district (if applicable) agreeing to in good faith negotiate an agreement amongst the County and co-applicants with a consultant to complete the Ontario County Electronic Contract and Insurance Lifecycle Management Solution Implementation Project; and further

**RESOLVED**, that a copy of this resolution be forwarded to the County Administrator.

## **RESOLUTION #68-22**

### **Authorize the Submission of Farmworker Safety Housing Grant**

**WHEREAS**, The Town of Seneca recognizes the importance of healthy and safe farmworker housing in light of the COVID-19 pandemic; and

**WHEREAS**, Financial assistance is available from New York State Homes and Community Renewal ("HCR") via the Community Development Block Grant CARES Act ("CDBG-CV") Farmworker Safety Housing Program to rehabilitate and replace existing substandard farmworker housing to enable such housing to be better prepared to deal with COVID or other pandemics or communicable diseases; and

**WHEREAS**, The Town of Seneca is considering submitting a grant application seeking financial assistance from the CDBG-CV Farmworker Safety Housing Grant Program on behalf of Lawnhurst Farms at 4124 County Road 5, Stanley, NY 14561, Hemdale Farms at 2801 Orleans Rd., Clifton Springs, NY 14432, and Ivy Lakes Dairy at 1994 State Rt 245, Stanley, NY 14561 all in the Town of Seneca to create safer housing conditions for farmworkers; and

**WHEREAS**, A public hearing was duly advertised and held before this Board on June 21, 2022, soliciting comments from the public on said proposed grant application; now, therefore, be it

**RESOLVED**, that no significant negative comments were received in regard to the Town submitting said proposed grant application under the CDBG-CV Farmworker Safety Housing Grant Program; and further

**RESOLVED**, That the Seneca Town Board hereby authorizes and empowers the Town Supervisor to submit a grant application under the CDBG-CV Farmworker Safety Housing Grant Program and to prepare and execute all other required and supportive documents related to said grant application on behalf of the Town of Seneca; and further

**RESOLVED**, that should such grant application be awarded, acceptance of the grant and approval of related grant contracts and/or agreements shall require approval of this board, and further

**RESOLVED**, that this resolution take effect immediately.