

TOWN OF SENECA
LANDFILL STATUS REPORT

February 20, 2024

Gas Infrastructure

Gas construction for 5 horizontals is scheduled to begin in the next 2 week. Vertical gas well designs are being finalized for the spring and tentatively scheduled for an early summer construction. The capping area that was damaged during the veneer failure is being repaired including the gas wells and dewatering on the slope.

Stormwater

All stormwater controls are functioning as designed. We will need to remove sediment from some of the stormwater catch basins when the weather and permit allows.

Operations

The site is preparing for springtime seeding and grading. Daily operations are going well with no issues currently.

Regulatory

Activities and events at the landfill (tours, collection events, etc.)

**TOWN OF SENECA
HIGHWAY DEPARTMENT
FEBRUARY 2024 MONTHLY REPORT**

Town of Seneca Highway Department report from January 17, 2024 to February 20 2024. /

- We have been trimming back brush and overhanging tree limbs within the right of ways.
- Rented a tow behind lift from Admar Supply to remove 12 trees along with many low overhanging limbs. Also used it to replace the lights on the salt barn and backside of the highway building.
- Fisher Tree Service removed 8 trees that were not safe for us to remove.
- The past month we treated the roads on 15 different days, 21 trips and used approximately 425 tons of salt mix.
- Service CAT Payloader
- Serviced International CV515 Truck and tightened left rear wheel bearing.
- Replaced the lights outside and inside of the salt barn that quit working with new LED's.
- Completed 284 agreement and turned in to town board for approval.
- Had to replace a slack adjuster and a hydraulic line on truck #2.
- Rodney built 3 new road closed barricades.
- Replaced universal joints on the front end of the 2016 Ford F550.
- Filled pot holes and washouts.
- I have been working on getting quotes on road work for this year. In 2023, I was able to take advantage of the lower oil prices and get a lot of road work done early in the year.
- Cleaned ditches in two spots on the north side of Lake to Lake Road between 14A and the Geneva Townline.
- Kidder Road Culvert replacement plans are still moving along. Ontario County Soil and Water need some survey information to complete the permit.
- Worked equipment purchase estimates to be submitted to the town board for approvals.
- Brian, Pat, Kevin and I attended water certification training in Canandaigua.
- Replaced a blown hydraulic hose on Truck #1 and a brake chamber on Truck #8.

Jim

TOWN OF SENECA WATER DEPARTMENT FEBRUARY 2024 MONTHLY REPORT

Town of Seneca Water District report from December 20th, 2023, to January 16, 2024

- State Report for December has been completed and turned in to the Health Department.
- Monthly samples taken and passed.
- Dig safe tickets as requested.
- Shoveled and salted when needed.
- Flushed dead end hydrants.
- Checked a service on Goose St. for water pressure issues because of customer complaint. Had no issues before meter. Told customer pressure reducing valve was going bad.
- Did a complete service on the 2020 chevy, 2021 Ford F-150, and 2022 Ford F-150
- Have been serving the Yellow Van, installed new plugs, cap and rotor, changed motor oil, installed new front brakes, new front tires, had the rotors turned, new front wheel bearings and seals, and serviced generator on the truck.
- Responded to emergency dig ticket on Seneca Castle road.
- Reset time clocks due to power outage near Seneca Castle road.
- Rebuilt Whitney Rd Pressure Reducing Valve.
- Checked service on Route 5 & 20 for possible water leak.
- Checked service on County Rd. 4 for possible water leak.
- Had a meeting with Hunt and MRB about the upgrades for the pumphouse and tank. Put a timeline together for when to get paperwork and projects done.
- Installed two new meters on Kashong Switch Rd.
- Checked possible service water leak on Gorham Rd.
- Seven employees attended a water works conference at Kings Catering.
- Talked to a homeowner on Old Mill Rd. about putting a water service in.
- Changed out a blown out meter on Savage Rd.
- Pumped out meter pit on Redman Rd. cause the owner thought his water usage was high. Found out lawn hydrant on property was leaking. ?
- Checked on a possible water leak on Lake to Lake Rd. Found out it was on the homeowner's side of the meter.
- Did a final read on Kashong Switch Rd.
- A homeowner had a water leak on Kashong Switch Rd. by the meter. Had to change out the meter pig tail.
- Penn Power came and fixed the generators at the sewer station and at the highway garage.
- Fixed Valve riser on the Corner of County Rd. 20 and Ferguson Rd.
- Changed Curb box Rod and box on Gates Rd.
- Changed two Curb box Rods and boxes on Orleans Rd.
- Installed two meters on Orleans Rd.
- Met with a contractor about putting a driveway in on County Rd, 4

- Installed new meter on Lake to Lake Rd.
- Installed new meter on Route 14 A.
- Installed new meter on Flint Rd., Turned water service back on and Reactivated service.
- Installed new meter on Gates Rd.
- Assisted CEO with the house that is being demolished at 3022 Castle Rd.
- Installed new meter on County Rd. 4
- Handed out more Lead and Copper paperwork to residents to get verification. Have gotten about 30 more verified. 150?
- Been working on the Excel sheet for the NYSDOH for the Lead and Copper Verification.
- I have been working on trying to help Cordell obtain his CDL Permit. He must take an Entry Level Driver Training Course. Finger lakes BOCES offers the course for Class B CDL.
- Had a meeting with Sheryl and Kendall from the DOH about approving the drawing for the Kashong Switch Pump house.

Town of Seneca Zoning Office

3675 Flint Rd
Stanley, NY 14561

February 20, 2024

To: Town Board Members


From: Jerry Hoover

Re: Monthly report

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,

A handwritten signature in black ink, appearing to be 'J. Hoover', written in a cursive style.

Jerry Hoover

Highlights of monthly activities – Zoning Office:

I will not be in attendance tonight as I need to be out of town this evening.

As you are aware, Mike Roulan was able to obtain a court order to tear down the house at 3022 Seneca Castle Road. As of this past Saturday, the house is down. The pile of material and tree are still on site and should be loaded up and removed this week. All costs will be paid by us and the ultimately be filed as a lien on the County taxes

The Planning Board has essentially completed review of the short term rental regulations. You gave feedback in December regarding the two question below. The feedback was to include quiet hours and owners should be NYS residents. The Planning Board chose NOT to include these into the regulations and indicated the Town Bord could include them if they chose. I have attached a copy of the draft regulations for your review. They are in raw draft form at this point. Once I have confirmation from the Town Board what is to be included I will work with Mike Roulan to get a clean draft to work with for the adoption process.

This will need to be a stand-alone Local Law

1 Should regulations include language around quiet hours? ✓

The town does not have a noise law. Some board members feel that because we do not have a noise law, we do not regulate noise for residential properties, therefore should not regulate these. Some board members feel that we have the ability to regulate noise on commercial properties, and renting a house out as an Airbnb could essentially qualifies as a business. Therefore maybe we should regulate noise for these.

✓ BALANCE

2 Should the Town have a requirement that owners of Airbnbs live within a specified radius of the rental or at least be a NYS resident? Several discussions have surrounded the Ontario County report identifying a shortage of affordable housing in the County. Additionally, there are anecdotal reports from realtors indicating that they are receiving calls on local properties from out of state investors looking to buy properties for rental investments, short or long term rentals. The board ultimately discussed potential regulations of requiring short term rental owners to be state residents. Again, the board is split 50/50.

The planning and Zoning Boards will be reviewing an additional Home Business short term rental this month. The owners at 1744 Rte 5&20 have two cabins that were placed last year, without permits, they rented as short term rental. I am addressing the violations and working through the process with them and the boards.

SECTION 1: The Town of Seneca Zoning Law is hereby amended by adding a new Section to read as follows:

Short-Term Rentals

§ 23.1 Title

This Chapter shall be known and may be cited as the “Town of Seneca Short-Term Rental Law”.

§ 23.2 PURPOSE

The purpose of this local law is to regulate the business involving the short-term rental of residential properties to ensure such rentals do not create public safety hazards nor become disruptive to the quality of life for other residents in the neighborhood where the property is located.

§ 23.3 Authority

This Section is adopted pursuant to § 10 of the New York State Municipal Home Rule Law, which empowers the Town of Seneca Town Board to adopt local laws relating to the government, protection, order, conduct, safety, health and well-being of persons or property within the Town, and outside any village, to include the power to adopt local laws providing for the regulation or licensing of occupations or businesses, which such power includes the power to adopt a local law regulating the use of buildings for short-term rentals.

The regulations contained herein shall include all properties currently being utilized for short term rentals (No grandfather clause).

§ 23.4 DEFINITIONS

For purposes of this Chapter the following words and phrases shall have the definitions and meanings set forth below. If any words or phrases are defined elsewhere in this code the definitions set forth in this section shall control for the purposes of this chapter.

- A. **Application** – The application for a Short-Term Residential Rental License.
- B. **Authorization Form** – A form provided to the Town of Seneca when executed by an Owner, notarized, and filed with an application for a Short-Term Residential Rental License.
- C. **Complete Application** – An Application satisfying all submittal requirements set forth in this Chapter for the issuance of a Short Term Residential Rental Registration as determined by the Town Code Enforcement Officer.
- D. **Dwelling** – Any building or portion thereof designed or used exclusively as the residence for one (1) or more persons and containing a fully equipped kitchen for the preparation of meals and storage of food, sanitary facilities including a toilet and either a bathtub or shower, a living area, and sleeping area as defined by the New York State Building Code.
- E. **Individual Short-Term Residential Renter** – An individual, family, group of

individuals, business, or other entity that rents or proposes to rent a Dwelling Unit in the Town for one month or less generally for a vacation with no intention of renting the unit for long term leasing.

- F. **Owner** – The owner of record of the dwelling unit for which a Short-Term Residential Rental License is sought or has been issued. The Owner may be a person, persons, or any form of business entity recognized by the State of New York. If the Owner is a form of business entity, the business entity shall maintain current registration with New York State.
- G. **Owner’s Listing Agent** – Any individual or entity acting as an agent of an Owner for renting the Property, including but not limited to a property management company, real estate company, or on-line rental platform, if any.
- H. **Owner’s Representative** – Representative to respond on behalf of owner for any issues on rental property as defined on the authorization form.
- I. **Property or Short-Term Residential Rental Property** – Any dwelling units used for Short-Term Residential Rental purposes.
- J. **Short Term Residential Rental** – The rental or offer of rental of a Dwelling Unit for a term of one month or less continuously, generally for use as a vacation home, to one or more individuals or an entity in return of some form of compensation to the Owner, whether such compensation is in cash or some other form. The renewable rental of a dwelling unit to one or more persons who expect to occupy such unit more or less continuously on a month-to-month basis shall not be considered a Short-Term Residential Rental under this chapter.
- K. **Sleeping Area** – Any room that has a bed, bunk beds, daybed, or other furniture for sleeping, including, and without limitation, pull out couch or futon or any area advertised for sleeping. To be a valid sleeping area the sleeping area shall meet the requirements of a habitable area as defined by the most current version of the New York State Uniform Fire Prevention and Building Code.
- L. **Town** – The Town of Seneca, New York.

§ 23.5 REGISTRATION REQUIRED

It shall be unlawful for any Owner to rent or offer to rent a dwelling unit for one month or less without a valid Short-Term Residential Rental Registration issued by the Town of Seneca. An Owner’s Agent may apply for a Short-Term Residential Rental License on behalf of an Owner when such application is accompanied by an Authorization Form.

§ 23.6 SHORT-TERM RESIDENTIAL RENTAL LICENSE APPLICATION

- A. An application for a Short-Term Residential Rental License shall be submitted to the Town Code Enforcement Officer on forms provided by the Town.
- B. An application for a Short-Term Residential Rental License shall not be deemed complete unless accompanied by the following information:
 - 1. Street address for each dwelling unit to be offered for rent for one month or less. Said address shall reflect the official street address complying with the Ontario

County Official Addressing Policy per Ontario County Board of Supervisors' Resolution No. 413-1993.

2. The name, address, and contact information including a phone number where the Owner or the Owner's Representative can be reached 24-hours/day, and whom may be contacted in the event of an emergency or violation of this chapter, and whom is expected to be able to receive and respond to any request or order issued by the Town in regard to the Owner's dwelling units regulated under this chapter.
3. A signed acknowledgement on the application, that the Owner and /or Owner's agent, if any, have read all of the Town's regulations pertaining to the operation of a Short-Term Residential Rental and certifying that all the information provided on and with said application are true. If there is an agent of the Owner managing the Short-Term Residential Rental, the agent or an authorized officer of the Property Management Company, or both, shall also sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.
4. Permission for the Town Code Enforcement Officer to complete a routine fire/life safety inspection for the original application and all subsequent renewals.
5. The maximum number of over-night (sleeping) occupants to be accommodated. Said number shall not exceed the number of occupants allowed as determined by the New York State Building and Residential Codes
 - a. The location of off-street parking spaces for use by renters. The number of parking spaces shall allow for all parking to be in a driveway or parking lot.
 - b. The secure location for solid waste and recyclable storage with secure covers.
6. Submit a plan for solid waste disposal and recycling collection for each dwelling unit to be included on the Short-Term Residential Rental License.
7. If the dwelling unit involved is served by an on-site waste-water disposal system, provide evidence it has the capacity to serve the maximum number of proposed occupants.
8. Payment of Short-Term Residential Rental Registration Fee as established by the Town.

§ 23.7 Short-Term Residential Rental Registration

Allowed in all zoning districts

Prior to issuance of any license for short term rentals the following must be confirmed:

1. The owner of the rental must be a New York State Resident or family owned or resided on the property prior to the date of adoption of these regulations.
 2. The owner must provide a phone tree for emergency or complaint response
- A. Effective Date: The Town Code Enforcement Officer shall issue a Short-Term Residential

Rental License within Twenty-One (21) business days of receipt of a completed application as defined in this chapter and fire/life safety inspection completed.

- B. Licensee: All Short-Term Residential Rental Licenses are granted to the Owner of the Dwelling Unit involved, regardless of whether the application for license was submitted by the Owner or the Owner's Agent.
- C. Term: All Short-Term Residential Rental Licenses shall be valid for the remainder of the calendar year in which they were issued.
- D. Void upon sale: A Short Term Residential Rental Registration shall be considered terminated upon sale of the dwelling unit involved to a new owner. In the case where multiple dwelling units are listed on a single Short-Term Residential Rental License, units sold to another owner are considered removed from such registration.
- E. Renewal: All Short-Term Residential Rental Licenses may be renewed for an additional term in December for the following calendar year. All Short-Term Residential Rental Licenses not renewed by January 1 shall be considered suspended until renewed. Short-Term Residential Rental Licenses shall be renewed upon:
 - a. Payment of the renewal fee
 - b. Filing of any modifications concerning the dwelling unit or property on the registration in compliance with this chapter.
 - c. Completion of a routine fire/life safety inspection.
- F. Emergency suspension: Upon the discovery of an immediate health hazard to renters or the general public, the Town Code Enforcement Officer can suspend the Short-Term Rental registration until the hazard is remedied
- G. Any Short-Term Residential Rental registration shall be immediately declared null and void upon the Town's discovery of inaccurate information provided in the application or attachments thereto.

23.8 Licensee Obligations

Owners possessing a Short-Term Residential Rental License shall comply with the following requirements:

- A. In each dwelling unit offered as a Short-Term Residential Rental post on the interior of the entry door of said unit or a nearby visible location the following information:
 - 1. The address on the dwelling unit as indicated on the Short-Term Residential Rental License (compliant with the Ontario County Official Addressing Policy, in other words the 'official' address for the dwelling unit).
 - 2. Phone number for the owner or representative to be used in case of emergency.

3. Phone number for the Owner, property manager, or owner's agent, to be used in case of emergency shall be distributed to all adjoining landowners and residential properties within 500ft.
 4. The statement, "Overnight occupancy by more than "X" individuals during a Short-Term Residential Rental is unlawful," where "X" shall be replaced by the maximum number of overnight occupants designated on the Short-Term Residential Rental License.
 5. The location of off-street parking for use of the Short-Term Residential Renters, along with the statement, "It is unlawful to park on either public or private roads or right-of-ways or to in any way block emergency egress to this or any other property in the Town of Seneca."
 6. The following statement: Please be a Good Neighbor. You are renting in a residential neighborhood! Please be respectful of neighbors and neighboring properties.
- B. In all advertising or listing, regardless of format, regarding a Dwelling Unit offered for Short-Term Residential Rental, indicate:
1. The maximum number of overnight occupants the unit can accommodate legally as indicated on the Short-Term Residential Rental License.
- C. Maintain required property and liability insurance.
- D. Provide secure operational solid waste and recyclable collection containers and service to the dwelling unit(s) listed on the Short-Term Residential Rental Registration.
- E. Post the house number in a location visible from the public or private road providing access to the property for emergency responders.
- F. Comply with the Town of Seneca Zoning Law and in particular the provisions of this section and the Short-Term Residential Rental License in the offering and rental of Short-Term Residential Rental Units.
- G. Provide a smoke detector in each sleeping room and one smoke/carbon monoxide detector on each floor and within 10 feet of each sleeping room.
- H. Provide an ABC fire extinguisher on each floor and the kitchen of each rental unit.
- I. Provide updated information to the Town whenever there is a change in information submitted to the Town with the application for a Short-Term Residential Rental License and associated materials, including, but not limited to:
1. Changes involving either the dwelling unit or property subject to a Short-Term Residential Rental License. This can include a change in the number of bedrooms involved, the number of dwelling units, or the number of off-street parking spaces available. Any such changes not in compliance with this chapter may result in revocation of a Short-Term Residential Rental License.

2. A change in the Owner's contact information,
3. A change in the Owner's agent and/or Property Management Company.
4. A change in the 24-hour emergency contact name or phone number.
5. Sale of any unit listed on a Short-Term Residential Rental License.

§ 23.9 Short-Term Residential Rental Registration Fees.

The application fee, annual renewal fee, and any charges for late renewal shall be set by resolution of the Town Board.

§ 23.10 Complaints of Violations

Whenever a violation of this Local Law occurs, any person may file a complaint in regard thereto. All such complaints must be in writing and shall be filed with the Town Code Enforcement Officer, who shall properly record such complaint and immediately investigate the report thereon.

§ 23.11 Penalties

Quiet hours should we have conditions on this? Town Board to decide if they want to put this in to the local law.

A. The owner of any property subject to this Chapter rented as a Short-Term Residential Rental without a valid Short-Term Residential Rental License shall be guilty of a Violation punishable by a fine not to exceeding \$ _____ for the first violation. Each day's continued violation shall constitute a separate additional violation. A second violation within a 12 month period shall be punishable by a fine not to exceed \$ _____. A third violation within a 12 month period shall be punishable by a fine not to exceed \$ _____ and a revocation for Registration to operate the short term rental.

B. If any building, structure, dwelling, dwelling unit, lot, parcel or part thereof is used in violation of this Chapter, the Town, in addition to other remedies, penalties or enforcement measures, may institute any appropriate action or proceeding to enjoin, stop, restrain, correct or abate such violation.

SECTION 2. If any clause, sentence, paragraph, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgment shall have been ordered.

SECTION 3. This Local Law shall be effective immediately upon its filing with the New York State Secretary of State.

Assessor's Report February 20, 2024

Attached is the State's final market analysis for the FVM 2024 cycle. Our 2024 Overall Ratio is 81.97.

For 2024 we will be claiming our Level of Assessment and RAR (residential assessment ratio) both at 85%. Taking advantage of the allowed 5% variance either way. Our overall ratio 81.97 with the 5% allowed variance gives us the safe 85%.

The market as we all know has been every changing. The hope for all of us in the assessment field is that sales start to even out at least and come in less than the assessed values. Inflation and the economy have had little impact on the housing situation as inventory is low and renting if found is high.

Our State "plan" which is a working document and can be changed at any time has us doing a town wide reassessment in 2025. My current thoughts are to move forward with that, but again a lot can happen in the year. Stay tuned.

Exemption processing continues.

I attended our local association meeting where everyone is feeling the same. Town's that did projects last year have fallen from the 100% and sales in their area continue to be strong. This is disheartening as sizable value increases are being made.

Please let me know if you have any questions.

Shana Jo

ONTARIO COUNTY FVM 2024

CTY	MA	SWIS	MUNI	2024 Trends				2024 PDC CAMA	2024 PDC Sale Ratio	2024 MTA Ratio	2024 PDC Overall Ratio
				A Class	B Class	C Class	D Class				
ONTARIO 32											
	66	3202	CANANDAIGUA	8	7	9	0	70.06	68.91	69.48	
	67	3205	GENEVA	3	7	9	0	61.31	66.18	63.65	
	71	3220	BRISTOL	9	7	10	8	89.00	NA	89.00	89.41
	71	3222	CANADICE	9	7	9	12	86.16	90.99	88.51	89.06
	68	3224	CANANDAIGUA	3	7	10	5	95.38	93.11	94.23	93.99
	71	3226	E. BLOOMFIELD	9	7	11	0	70.08	71.20	70.64	
	69	3228	FARMINGTON	9	7	10	3	87.78	NA	87.78	89.72
	72	3230	GENEVA	8	6	11	5	83.39	90.66	88.52	90.39
	68	3232	GORHAM	3	7	12	2	91.43	95.61	93.47	92.84
	72	3234	HOPEWELL	8	7	11	0	71.58	66.63	69.02	
	72	3236	MANCHESTER	8	7	11	0	73.99	66.44	70.01	
	75	3238	NAPLES	5	7	10	0	85.90	86.81	86.35	
	72	3240	PHELPS	8	7	12	9	76.90	68.00	72.18	74.58
	71	3242	RICHMOND	9	7	11	9	73.81	77.09	75.41	76.71
	72	3244	SENECA	8	7	12	2	84.79	82.72	83.74	81.97
	68	3246	S. BRISTOL	3	6	9	12	75.80	74.47	75.13	76.56
	80	3248	VICTOR	4	7	10	0	70.33	68.64	69.47	64.87
	71	3250	W. BLOOMFIELD	9	7	11	1	77.13	77.56	77.34	79.19

* Blue Italicized MTA (Residential) Ratios are "Reassessment" Municipalities

Town Clerk's Report

February 2024

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

New Dog Licenses	0
Dog License Renewals	1
Dogs with changed status	0
Marriage Licenses	0
DEC Licenses- Gross	\$0.00
DEC Lic. Commission to the Town	\$0.00
Certified Copies	1
Other	0
Unique Website Visitors- ONE TIME	1,093 ↑39%
Website Views- TOTAL VIEWS	2,481 ↑98%

- Got through the bulk of tax and water payments
- Sent out receipts to those that requested them
- Started a spreadsheet for 2024 contact info (via transfer station paperwork)
- Finally completed a major purge and cleaned out my side room. This consisted of old, OLD manuals and instruction books from different things, old water billing records, vouchers, etc.
 - Finally have it to a point where I can sit in there to do work if needed.
- You'll notice that dog license numbers look low this month- this is because Tax payments take full priority in the office in January. Then Water bills are the next runner up. Those licenses will be sent out and collected- they just hadn't been sent yet. I will update you all on that next month
- I still continue to purge and clean as I see necessary, that will be an activity that never stops.

Respectfully,
Haley S. Eagley

Town of Seneca - Historian's Report

February 20, 2024

We continue to review collections and are working on an updated veteran's list for the Memorial Day ceremony.

If you have any questions, please let me know.

January Hours:	Volunteer hours were:	John	0
		Lisa	10 ¼
	My hours were:		20 ½

Kathy Mastellar
Town Historian