

SENECA FALLS TOWN BOARD REGULAR MEETING OF JUNE 4, 2024

- A. The Seneca Falls Town Board held a regular monthly meeting on Tuesday, June 4, 2024 at the Seneca Falls Town office, 130 Ovid Street Seneca Falls.
Supervisor Schmitter called the regular meeting to order at 6:00 pm.
- B. A roll call was taken of board members the following members of the board were present:

TOWN OFFICER	Present	Absent
Supervisor Frank Schmitter	X	
Councilman Frank Sinicropi	X	
Councilman Jackson Puylara	X	
Councilwoman Dawn Dyson	X	
Councilwoman Kaitlyn Laskoski	X	

Also present were:

Town Manager Peter Soscia	X	
Town Attorney Patrick Morell	X	
Director of Parks & Recreation Missy Jones	X	
Town Assessor Deborah VonWald	X	
Zoning Officer Peter Porcelli	X	
Highway Superintendent Jeremy Wendt	X	
Police Chief Timothy Snyder	X	
Chief of Water & Sewer Joesph Tullo	X	

C. The Pledge of Allegiance followed.

J. A motion was made by Supervisor Schmitter to enter into executive session to discuss matters that may disclose the identity of law enforcement agent or informer and medical, financial, credit or employment history of a particular person or corporation, or relating to an appointment, promotion, demotion, discipline or removal. The motion was seconded by Councilman Puylara. All in favor. Motion carried. The entire board was invited into executive session along with the town attorney. The board entered into executive session at 6:02 pm.

The board exited executive session at 6:48 pm. A motion was made by Councilwoman Dyson to exit executive session. Seconded by Councilwoman Laskoski. All in favor. Motion carried.

D. REGULAR MEETING

a. Presentations/Petitioners/Privilege of the Floor

- i. Judy Wentzl – Made the following comments: My name is Judy Wentzel, I am the Executive Director for the Bonafiglia Family Foundation, and a resident of Seneca Falls, I am speaking tonight both personally & professionally.

Taking on my role as ED in 2023 I have been helping the Bonafiglia family and board members develop a direction and identify meaningful ways to support our community.

A couple of areas the foundation is focused on are the revitalization of downtown Seneca Falls and utilizing our resources to guide & inspire others to actively participate in positive change.

To begin achieving this we have taken the time to meet with many individuals, organizations & businesses in the public, private, & people/resident sectors that make up our community.

What we have learned thus far is that there is a lot of good work being done locally. However, there is a level of disconnect, lack of communication, and synergy across these three sectors.

A small step to help fill this gap is bringing individuals together from each of these sectors to collectively brainstorm initiatives that will support the people and places within our small town.

With the town's comprehensive plan in mind, there has been a group of us (many who are here today) who've been meeting monthly and through our discussions we have come up with a grassroots initiative "Seneca Falls Summer Thursdays"

Seneca Falls Summer Thursdays look to strengthen community engagement, support local businesses, and highlight things to do for residents & visitors alike on a Thursday in Downtown Seneca Falls. Built around the existing Music in the Park Series, put on by the Seneca Falls Museum & Tourism Center, Summer Thursdays will take place every Thursday from June through August. Starting this Thursday, June 6th.

A few vital components that influence the success of this initiative & the main reasons why we are here this evening include

1. Educating & ensuring community stakeholders are informed and can accurately & effectively communicate details on Summer Thursdays
2. To generate awareness on the importance of marketing/branding & the role arts & culture plays strengthening our communities placemaking
3. Lastly, the need for collective buy-in & support across the three sectors that make up our community.

We thank the town board for taking the time to listen, we hope we have your support, and we are excited to see how this initiative unfolds!

Now I am going to pass the mic off to the artist behind this initiative Jim Fitzgerald.

- ii. Jim Fitzgerald – Spoke about his background in entertainment and how he sees the Summer Thursday initiative going as well as giving the audience some idea about what the initiative will include and hope for what it can include in the future.
- iii. Andrew Olden – Made the following remarks: I am Dr. Andrew Olden, Executive Director of the Seneca Museum of Waterways and Industry at 89 Fall Street in downtown Seneca Falls. The Seneca Museum contracts with the Town of Seneca Falls to house the Visitor Center, which promotes Seneca Falls and the entire Finger Lakes region. The Museum and Tourism Center hosts various free community events for guests and residents of all ages, such as the free weekly Music in the Park Series in People's Park from Memorial Day through Labor Day, the Judy Pipher memorial gingerbread contest during the It's a Wonderful Life Festival, and free art classes available for residents and area visitors through our Winter Art series.

I am here today to ask the honorable Town Board members to provide funding for three propositions to improve safety, stability, and security at the Museum and Tourism Center. First, I ask that the board provide \$6,500, a plumber, and two painters to match an Erie Canal Tourism, Infrastructure, and Amenities grant to improve the Boater Amenities Space. The Museum was one of eight recipients of the grant throughout New York State, which provides \$10,000 in funds to install new flooring, paint, replace manual flushing units with automatic flushing mechanisms on all public toilets in the space, and provide free wireless internet for boaters in the Seneca Falls Harbor from the Museum. The paint on the walls is aging, but of more serious concern, is the epoxy flooring that is chipped and fading, making the area a potential hazard for boaters and guests when wet. The museum rents the facility at 89 Fall Street from the Town and both at risk of a visitor injury with the current aged flooring in the Boater Amenities area.

Second, I ask that the Town Board consider placing me, the Executive Director of the Museum and Tourism Center, on the Town's health insurance plan. The position does not currently offer health insurance, which hinders the growth and development of the Museum and Tourism Center. Providing health insurance will allow the Museum to continually attract talented museum and tourism professionals to the position.

Third, the Museum and Tourism Center requests that the Town Board approve the replacement of windows with broken seals and cracks throughout the building. The industry and canal levels have

several windows with broken seals, causing moisture to permanently cloud the glass, prohibiting guests from properly enjoying views of the historic Seneca-Cayuga Canal, the Bridge Street Bridge, and the National Women's Hall of Fame. At least one window of the second-floor has a growing crack, which continues to splinter, and poses a potential liability for the Town and the Museum. In addition to the potential lawsuit the Town and Museum would face if a guest fell through the cracked glass, the incorrectly sealed windows can and will damage archival materials in the building. The Museum's collection is at risk of increased moisture and heat exposure, which can help mold and mildew grow, posing a risk to our historic collection due to the improperly sealed windows.

To be as transparent as possible, in 2024, the Museum and Tourism Center received \$126,441 from the Town to staff the building, which receives 20,000 annual visitors, is open approximately 330 days a year, is home to the boater amenities space, and houses the only public restroom on Falls Street. The funds received from the Town of Seneca Falls are used directly to pay two full-time staff, including myself, and two part-time seasonal docents, bringing the Museum's 2024 payroll to \$132,044.64. The funds provided by the Town of Seneca Falls fund a majority of our annual payroll expenses, however, the Museum and Tourism Center has still to raise at least \$5,600 to pay our staff a living wage outside the Town's contributions.

Packets were provided to each board member with photos of the facility and the needed improvements.

E. APPROVAL OF MINUTES

- a. May 7, 2024 – A motion was made by Councilwoman Dyson to approve the minutes from the May meetings. The motion was seconded by Councilman Puylara. All in favor. Motion carried.

F. COMMUNICATIONS

- a. Yates County Legislature regarding Seneca Meadows Landfill
- b. Dog Seizure and Disposition Record
- c. Zoning Board Meeting Minutes
- d. Heritage Preservation Commission Meeting Minutes

A motion was made by Councilwoman Laskoski to approve communications a-d. The motion was seconded by Councilwoman Dyson. All in favor. Motion carried.

G. SPECIAL EVENTS

- a. Seneca Falls Development Corp. – Seneca Falls Farmers Market – Every Tuesday from June 11-October 8, 2024 – A motion was made by Councilwoman Dyson and seconded by Councilwoman Laskoski to approve the Farmers Market events. All in favor. Motion carried.
- b. Parks & Trails NY/Cycle the Erie Canal – Tuesday/Wednesday July 9-10, 2024 – A motion was made by Councilwoman Dyson and seconded by Councilman Puylara to approve the Cycle the Erie event. All in favor. Motion carried.
- c. Child & Family Resources, Inc. – Family Summer Event – Carnival Theme – July 13, 2024 10 am – 12 pm – A motion was made by Councilman Puylara and seconded by Councilwoman Dyson to approve the Child & Family Resources event. All in favor. Motion carried.

H. REPORT OF COMMITTEES & PROJECTS

- a. Town Supervisor – Monthly Report
- b. Town Clerk – Monthly Report

Supervisor Schmitter made remarks about projects that have been completed and on-going projects.

I. OLD BUSINESS - None

J. NEW BUSINESS

- a. Town Supervisor – Resolution – Matrix & Pay Scale – TS-2024-18 – A motion was made by Councilman Sinicropi and seconded by Councilwoman Dyson to approve the following resolution. **WHEREAS**, the Town of Seneca Falls Town Board uses a matrix and pay scale to organize its work force; and

SENECA FALLS TOWN BOARD REGULAR MEETING OF JUNE 4, 2024

WHEREAS, the town has reviewed and updated the matrix and pay scale, which is attached to this resolution;

NOW THEREFORE BE IT RESOLVED that the Town Board hereby adopts the attached, updated matrix and pay scale with the amendment that the position of Water and Sewer Maintainer be moved from Grade 10 to Grade 7. All in favor. Motion carried.

GRADE	JOB TITLE	HOURLY RATE
2	CLEANER I	
	LABORER – CEMETERY SEASONAL	
3	DOG CONTROL OFFICER	15.21
	GROUNDKEEPER	
4	CLERK/TYPIST	17.33
	CLEANER II / GROUNDKEEPER	
	HIGHWAY LABORER II	
	DATA BASE CLERK	
	SUMMER PLAY PROGRAM DIRECTOR	
5	VINCE’S PARK MANAGER / RECREATION LEADER	20.46
	COURT CLERK / CLERK TO TOWN JUSTICE	
	LABORER – WATER & SEWER	
	ACCOUNT CLERK / TYPIST	
	ACCOUNT CLERK	
	SR ACCOUNT CLERK	
6	ZONING ENFORCEMENT OFFICER	21.38
	REAL PROPERTY TAX SERVICE AIDE	
	DEPUTY TOWN / DEPUTY TAX RECIEVER	
	MOTOR EQUIPMENT OPERATOR - LIGHT	
	SENIOR COURT CLERK	
7	MOTOR EQUIPMENT OPERATOR	23.30
	WATER & SEWER MAINTAINER	
8	BUILDING MAINTAINER I	24.35
	MOTOR EQUIPMENT OPERATOR - HEAVY	
	MOTOR EQUIPMENT OPERATOR - MECHANIC	
9	BUILDING MAINTANER II	25.40
	SENIOR ACCOUNT CLERK	
10	WASTE WATER TREATMENT PLANT - OPERATOR/TRAINEE	26.55
	WASTE WATER TREATMENT PLANT – MECHANIC	
	WASTE WATER TREATMENT PLANT – OPERATOR	
	ASSISTANT DIRECTOR RECREATION	
11	OPEN	27.70
12	OPEN	28.94
13	ASSESSOR	30.34
	CHIEF WATER TREAMENT PLANT OPERATOR	
	NETWORK ADMINISTRATOR	
	PRINCIPAL ACCOUNT CLERK	

SENECA FALLS TOWN BOARD REGULAR MEETING OF JUNE 4, 2024

14	CHIEF WASTE WATER TREATMENT PLANT OPERATOR	31.59
	DIRECTOR OF PARKS & RECREATION	
15	OPEN (HOURLY)	33.02
	POLICE LIEUTENANT	
16	COMMISSIONER OF PARKS & RECREATION	34.42
17	SUPERINTENDENT WATER & SEWER OPERATIONS & MAINTENANCE	35.88
18	OPEN	37.42
19	POLICE CHIEF	39.01

- b. MRB Group – Resolution – 2024 Consolidated funding application support & Authorization for the Town of Seneca Falls Water Quality Improvement Project – Non-Agricultural Nonpoint source abatement and control – MRB-2024-03 – A motion was made by Councilman Puylara and seconded by Councilman Sinicropi to approve the following resolution: **WHEREAS**, the Town of Seneca Falls, Seneca County, supports the submission of a 2024 Consolidated Funding Application (CFA) on behalf of the Town to construct improvements to the Bayard Street Culvert; and **WHEREAS**, the New York State Department of Environmental Conservation (DEC) provides a competitive statewide grant funding for Non-agricultural Nonpoint Source Abatement and Control project to make improvements to culverts and the Town of Seneca Falls considers this project a priority; and **WHEREAS**, if funding is received, it will allow the Town to make replace the culvert and reduce flooding in the area.
- NOW THEREFORE BE IT RESOLVED**, the Town Board, on behalf of the Town, identifies the Town Supervisor as the authorized representative for the project, able to execute necessary documents relative to and as required for this application; and
- BE IT FURTHER RESOLVED**, the Town Board does hereby accept that they shall provide the required 25% match for all grant funding awarded as a local match in the form of in-kind services or cash contributions hereby appropriated and obligated from the General Fund; and
- BE IT FURTHER RESOLVED**, that the Town of Seneca Falls recognizes and fully supports the submission of the CFA for a Non-Agricultural Nonpoint Source Abatement and Control grant by MRB Group on behalf of the Town for Culvert Replacement.
- c. Town Supervisor – Resolution – Authorization for 20% Local Match on EPG Sewer Infiltration Study Grant – TS-2024-13 – A motion was made by Councilman Puylara and seconded by Councilwoman Laskoski to approve the following resolution: **WHEREAS**, the Town of Seneca Falls has been a NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant (EPG) for the Sewer Infiltration Study, in an amount not to exceed \$50,000, for the development of an engineering report to identify sources of inflow and infiltration, evaluate alternatives, and recommend improvements to the Town of Seneca Falls wastewater collection system.
- NOW, THEREFORE, BE IT RESOLVED**, the Town of Seneca Falls hereby authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the Sewer System Inflow Infiltration Study in the amount of \$10,000 and based upon the total EPG Grant award of \$ 50,000; and
- BE IT FURTHER RESOLVED**, the source of the local match, and any amount in excess of the required match, shall be provided by using unexpended funds from the Sewer Fund G and in-kind service from Town employee direct labor amount to be determined, as defined in a technical force account. All in favor. Motion carried.

- d. Town Supervisor – Resolution – Authorization for Designated Representative to Execute Grant Agreement EPG #126927 – Sewer Infiltration Study – TS-2024-14 – A motion was made by Councilwoman Laskoski and seconded by Councilman Sinicropi to approve the following resolution: **WHEREAS**, the Town of Seneca Falls has been a NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant (EPG) for the Sewer Infiltration Study, in an amount not to exceed \$50,000, for the development of an engineering report to identify sources of inflow and infiltration, evaluate alternatives, and recommend improvements to the Town of Seneca Falls wastewater collection system; and **WHEREAS**, the grant agency (NYS EFC) requires a designate representative to be assigned to the grant. **NOW THEREFORE, BE IT RESOLVED**, the Town Supervisor is hereby authorized to execute an Engineering Planning Grant (EPG) Agreement with the New York State Environmental Facilities Corporation (NYS EFC) and any and all other contracts, documents, and/or instruments necessary to facilitate the EPG project referenced herein and to fulfill the Town of Seneca Falls obligations thereunder. All in favor. Motion carried.
- e. Town Supervisor – Resolution – Perform Audit of SMI Revenue as Specified in 2007 Host Community Agreement – TS-2024-15 – A motion was made by Councilwoman Laskoski and seconded by Councilman Sinicropi to approve the following resolution: **WHEREAS**, the Town of Seneca Falls entered into a Community Host Agreement with Seneca Meadows Incorporated (SMI) on May 18, 2007; and **WHEREAS**, this agreement specifies that SMI will make payments to the Town of Seneca Falls based on a percentage of gross revenues received by SMI for the disposal of solid waste and for the receipt of beneficial use materials; and **WHEREAS**, Section XIII, Part D, specifies that “Verification of gross revenue will be performed by an independent certified public accountant selected by the Town and Seneca Meadows. The audit will be paid for by Seneca Meadows. The accountant will use a protocol approved by the Town and Seneca Meadows; and **WHEREAS**, the Town has been utilizing, with good results, the services of Pro Nexus accounting firm for Town business for a period of 18 months; and **WHEREAS**, the Town, in order to verify the payment amounts by SMI, should contract with Pro Nexus for the audit as specified above for Fiscal Year 2023. **NOW THEREFORE, BE IT RESOLVED**, that the Town Board hereby authorizes the Town Supervisor to contract with Pro Nexus to perform an audit of SMI Gross Revenue for the disposal of solid waste and for the receipt of beneficial use materials for Fiscal Year 2023. All in favor. Motion carried.
- f. Town Supervisor – Resolution – Pro-Housing Community Pledge – TS-2024-16 – A motion was made by Councilwoman Laskoski and seconded by Councilwoman Dyson to approve the following resolution: **WHEREAS**, the Town of Seneca Falls (hereinafter “local government”) believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State’s economic growth and community well-being; and **WHEREAS**, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities; and **WHEREAS**, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities; and **WHEREAS**, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

NOW, THEREFORE, IT IS HEREBY RESOLVED the Town of Seneca Falls, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.
2. Adopting policies that affirmatively further fair housing.
3. Incorporating regional housing needs into planning decisions.
4. Increasing development capacity for residential uses.
5. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.

All in favor. Motion carried.

- g. Water Dept. – Resolution – Water Leak and Pool Credits – F-2024-04 – A motion was made by Councilwoman Dyson and seconded by Councilman Puylara to approve the following resolution: The total amount of credits for Pool Fills for May 2024 - 22 accounts totaling \$1,865.09. Comprised of the following amounts:

i. Northeast College of Health Science -	\$691.20
ii. Jeff Hartwell -	\$133.18
iii. Mary Jo Carter -	\$37.73
iv. Jake Follett -	\$78.05
v. Brandon Pierson -	\$67.73
vi. Jamie Lamanna -	\$39.94
vii. David Darling -	\$54.88
viii. Roy Cuffe -	\$34.31
ix. Charles Cousins -	\$67.03
x. Michael Borys -	\$20.76
xi. Jude Fils -	\$72.61
xii. Steve Vankirk -	\$111.28
xiii. Jackie Ray Carmichael -	\$33.93
xiv. Tom Marino -	\$50.89
xv. Mark Peruzzini -	\$50.00
xvi. Robert Shields -	\$88.62
xvii. Joe Nicaastro -	\$37.28
xviii. Cathy Ross -	\$17.53
xix. Charles Swenson -	\$40.77
xx. Josh Davies -	\$51.97
xxi. Dominick Wick	\$76.28

- h. Water & Sewer Dept. – Hire Water & Sewer Maintainer – FG-2024-12 – A motion was made by Councilman Puylara and seconded by Councilman Sinicropi to approve the following resolution:

WHEREAS, there is a need to fill an open Water & Sewer Maintainer position.

NOW THEREFORE BE IT RESOLVED, the Town Board approves appointing Austin StJohn from Seneca Falls at a rate of \$26.55/hr. 3 AYES (Puylara, Sinicropi, Schmitter) 2 NAYES (Laskoski, Dyson) Motion carried.

- i. Water & Sewer Dept. – Promotion to Water & Sewer Plant Operator Trainee – FG-2024-13 - A motion was made by Councilman Sinicropi and seconded by Councilman Puylara to approve the following

resolution: **WHEREAS**, the Town Board realizes there is a need to fill a vacant Water and Wastewater Operator Trainee Position; and

WHEREAS, laborer Troy Pickard has passed the exam and is in the top 3 on the eligible list.

NOW THEREFORE BE IT RESOLVED that the Town of Seneca Falls Town Board does hereby authorizes the appointment of Troy Pickard to the position of Water and Wastewater Plant Operator Trainee at a rate of \$26.55. All in favor. Motion carried.

- j. Water & Sewer Dept. – Resolution – RFP-SCADA/System Integration Contractor – FG-2024-15 – A motion was made by Councilman Sinicropi and seconded by Councilman Puylara to approve the following resolution: **WHEREAS**, the Town of Seneca Falls water and sewer department has multiple PLC control systems at its treatment facilities, water towers, and pumping stations; and **WHEREAS**, an available, dedicated contractor who is familiar with these particular systems is crucial to the daily operation of said facilities; and **WHEREAS**, the Town’s procurement policy section 3.05 states that all professional services would be selected using the formal RFP/RFQ process, **NOW, THEREFORE, BE IT RESOLVED**, the Seneca Falls Town Board authorize posting and advertising an RFP for SCADA/PLC Integration Services. All in favor. Motion carried.
- k. Town Clerk – Resolution – Release of Convention Days Funds – TC-2024-19 – A motion was made by Councilwoman Laskoski and seconded by Councilwoman Dyson to approve the following resolution: **WHEREAS**, the Convention Days, Inc. has requested the release of Convention Days funds in the amount of \$500.00; and **WHEREAS**, Convention Days is scheduled to occur July 18, 19, 20, 2024 and is the oldest continuous celebration honoring the 1848 convention; and **WHEREAS**, the Town of Seneca Falls has allocated \$500.00 for Convention Days in the budget under the budget code A7550.400; **NOW, THEREFORE, BE IT RESOLVED**, the release of the funds for Convention Days, Inc. be released for the calendar year of 2024. All in favor. Motion carried.
- l. Town Clerk – Resolution – Purchase of Computers – TC-2024-20 – A motion was made by Councilman Sinicropi and seconded by Councilwoman Dyson to approve the following resolution: **WHEREAS**, there is a need for computers within the town to be updated; and **WHEREAS**, the below listed computers have been identified as needing to be replaced and are listed with their purchase date; and **WHEREAS**, Integrated Systems (the IT firm that the town contracts with), has provided a quote in the sum of \$1,735.74 per computer to replace the computer and monitor, install the computer (including transfer of all information from the old one to the new one), connect the computer to the network and all relevant network devices as well as maintain the device.

MANUFACTRER		PURCHASE	SERIAL #	PAY FROM
HP	ELITEDESK 800 G1 BASE MODEL TOWER PC	7/8/2014	2UA4271JX5	A1355.200
HP	COMPAQ ELITE 8300 BASE MODEL CONVERTIBLE MINITOWER PC	1/23/2013	2UA3030ZZT	A1680.200
HP	COMPAQ ELITE 8300 BASE MODEL CONVERTIBLE MINITOWER PC	8/31/2011	2UA1321C25	A1680.200
HP	COMPAQ ELITE 8300 BASE MODEL CONVERTIBLE MINITOWER PC	10/28/2011	2UA14221VM	A1680.200
HP	ELITEDESK 800 G1 BASE MODEL TOWER PC	7/8/2014	2UA4271JX6	A1680.200
DELL	UNKNOWN	11/20/2016	BKM4TD2	A1680.200
HP	PRODESK 600 G2 SMALL FORM FACTOR PC	10/26/2015	2UA54331L5	A1680.200
--	NEW PURCHASE – NEW EMPLOYEE	---	---	CR7020.200
--	PD	---	---	A3120.200

--	PD	---	---	A3120.200
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NOW, THEREFORE, BE IT RESOLVED, that the listed computers shall be replaced for a total sum of \$16,769.92 and paid from the indicated lines above. All in favor. Motion carried.

- m. Town Clerk – Resolution – Waive 30-Day Notification Requirement for Liquor License – TC-2024-22 – A motion was made by Councilwoman Laskoski and seconded by Councilman Sinicropi to approve the following resolution: **WHEREAS**, the owners of 86 Fall Street have submitted a request to waive the standard 30-day notification requirement associated with their liquor license; and **WHEREAS**, 86 Fall Street, known as Parker’s on Fall, Inc., has had a liquor license and is requesting this waiver due to the change in ownership.
THEREFORE, BE IT RESOLVED, that the Town Board waives the 30-Day notification requirement for the establishment located at 86 Fall Street. All in favor. Motion carried.
- n. Parks & Recreation – Resolution – Installation of Storm Gutters – CR-202407 – A motion was made by Councilman Sinicropi and seconded by Councilwoman Dyson to approve the following resolution: **WHEREAS**, the Town of Seneca Falls owns a workshop building and Community Garden at 130 Ovid Street, which needs storm gutters; and **WHEREAS**, the Town of Seneca Falls has allowed for a mural to be painted on the workshop without gutters, the mural would be ruined; and **WHEREAS**, Proctor Enterprises quote of \$1,375.00 is the lowest of three quotes to install 6-inch seamless gutters and downspouts and is able to complete the project once approved; and **NOW, THEREFORE, BE IT RESOLVED**, the Seneca Falls Town Board approves paying Proctor Enterprises \$1,375.00 from budget code CR7140.208 to install gutters and downspouts on our workshop at 130 Ovid Street. All in favor. Motion carried.
- o. Town Supervisor – Resolution – Accept Donation of Excavator – TS-2024-17 – A motion was made by Councilman Sinicropi and seconded by Councilwoman Dyson to approve the following resolution: **WHEREAS**, the Town of Seneca Falls is a municipality that is in need of performing significant improvements to storm sewer and other draining systems; and **WHEREAS**, the Town does not currently possess equipment that can perform the task of excavating large areas; and **WHEREAS**, the Town of Hinsdale, NY is offering up for bid a 2013 Hyundai ROBEX 170W-9 Wheel Excavator in very good condition; and **WHEREAS**, the Cayuga Nation is offering to donate up to \$75,000 for the Town to bid on it with the understanding that, if the Town is successful in the bid, the Cayuga Nation will borrow the excavator if needed.
NOW THEREFORE, BE IT RESOLVED, that the Town Board authorizes the acceptance of the donation of money from the Cayuga Nation to purchase the excavator; and **NOW THEREFORE, BE IT FURTHER RESOLVED**, that the Town Board authorizes the Town Supervisor to submit a sealed bid for the 2013 Hyundai ROBEX 170W-9 Wheel Excavator; and **NOW THEREFORE BE IT FURTHER RESOLVED**, that this equipment will be added to the capital equipment inventory of the Town’s General Fund (A). 3 AYES (Puylara, Sinicropi, Schmitter) 2 NAYES (Dyson, Laskoski). Motion carried.
- p. Town Supervisor – Resolution – Amend Town Manager Position – TS-2024-20 – A motion was made by Councilman Puylara and seconded by Councilman Sinicropi to approve the following resolution: **WHEREAS**, the Town Board of the Town of Seneca Falls established the Office of Town Manager by adopting Local Law 3 of 2022; and **WHEREAS**, Local Law 3 of 2022 provided “The Town Manager will have such powers and duties as laid out in the job description adopted by the Town Board and attached hereto. Such job description may be amended by resolution of the Town Board as deemed necessary and desirable by the Town Board;” and

WHEREAS, the Town Board now believes that it would be advantageous to the Town to modify the existing job description to be a part-time position to focus on the financial management of the Town's operations.

NOW THEREFORE, BE IT RESOLVED that the job description of the Town Manager position is hereby amended have such powers and duties as laid out in the job description attached hereto; and

BE IT FURTHER RESOLVED that the attached amended job description be referred to the Seneca County Personnel Department;

BE IT FURTHER RESOLVED that the Civil Service classification of the Town Manager is Competitive, however, the Seneca County Personnel Department has submitted a rule change to the NYS Dept. of Civil Service to classify the position as non-competitive.

Discussion followed Councilwoman Laskoski made a motion to table the resolution. 2 AYES (Laskoski, Dyson) 3 NAYES (Sinicropi, Schmitter, Puylara) motion to table the resolution failed. Motion to approve the amended Town Manager Position brought back to the floor. 3 AYES (Puylara, Sinicropi, Schmitter) 2 NAYES (Dyson, Laskoski). Motion carried.

TOWN MANAGER

Job Description

6-4-24

The Town Manager will be responsible for oversight of fiscal and business operations for the Town of Seneca Falls. Reporting to the Town Supervisor, this part time position will serve the Office of Supervisor by assuming oversight of all accounting, auditing, and financial management activities.

The Town Manager will assure adherence to all board directed guidelines and applicable state and federal statutes as it relates to conducting Town business and, in doing so, will assure that the Town's financial assets are secure and invested in vehicles that provide the highest return to residents.

Specific responsibilities include:

Financial Management:

- Manage the development of all accounting records and assure that the Town's financial system is updated in a timely and accurate fashion.
- File a copy of the Town's annual financial report with the NYS OSC.
- Provide the Supervisor with any information and data necessary for the Supervisor to perform his/her duties.
- Assure fund accounts are managed according to NYS statutes.
- Advise the Town Supervisor and Town Board on a broad range of finance related topics such as insurance coverage used by the town, investments, banking participation in the Bond & BAN markets and other areas as requested.
- Responsible for cash flow and investment procedures for each fund.
- Administer trust accounts for various mandatory monies held in trust by the Town
- Coordinate accounts payables and payrolls on a monthly basis with investments.
- Engage with state and independent auditors as needed; conducts routine audits of town records as necessary.
- File reports and records with the Town Supervisor, town Board, County, State, and Federal agencies on a timely basis.
- Assist the Town Assessor on PILOT related activities.
- Supervision of Senior Account Clerk and third-party service providers.

Contract and Vendor Management:

- Assure department heads are following the Town's procurement policy.
- Negotiate terms and enforce contractual obligations with vendors.
- Validate vendor payments and assure they are timely and accurate.

Chief Budget Officer:

- Development of Tentative Budget
Prepare revenue and spending plans with department heads; Interfaces with the Town Supervisor the budget development process and budget worksheet development; Create information package for board that contains:
 - YTD and projected YE expenditures are revenue
 - Current Year Budget vs Actual Review
 - Exception reports and plans
- Development and Presentation of Preliminary budget
Establish tax levy
Project effects on fund balance accounts
- Development of Final Adopted budget
File New York State Tax Cap documents
- Advise department heads of budget status and review budget transfers and adjustments for Town Board action and recording of all adjustments & transfers as approved by the Town Board.

Oversee Water and Sewer Business Operation and Manage Proprietary Funds:

- Financial Planning for Town's water and sewer utility
- Billing System administration and auditing
- Supervision of Water and Sewer Senior Account Clerk

Human Resource Administration:

- Verify payroll
- Civil Service Record Keeping
- NYSLRS Reporting
- Employee benefits supplier management

Performs other duties as assigned by the Town Supervisor.

The Town Manager position is appointed by the Town Board, at a rate of pay to be determined by the Town Board.

- q. Town Supervisor – Resolution – Appoint Town Manager – TS-2024-21- A motion was made by Councilman Sinicropi and seconded by Councilman Puylara to approve the following resolution:
- WHEREAS**, the Town Board of the Town of Seneca Falls established the Office of Town Manager by adopting Local Law 3 of 2022; and
- WHEREAS**, the Town Manager position has been amended from full time to a part-time position to focus on the financial management of the Town's operations; and
- WHEREAS**, the existing Town Manager has agreed to amend the terms of his appointment to the terms of his appointment to the terms of the newly amended position.
- NOW THEREFORE, BE IT RESOLVED** the Town Board hereby appoints the existing Town Manager, Dr. Peter Soscia, to the newly created Town Manager position; and
- BE IT FURTHER RESOLVED** this part-time position will be paid at an hourly rate of \$75.00 per hour for a maximum of 1,000 hours per year; and
- BE IT FURTHER RESOLVED** that the Civil service classification of the Town Manager is Competitive, however, the Seneca County Personnel Department has submitted a rule change to the NYS Dept. of Civil Service to classify the position as non-competitive. 3 AYES (Puylara, Sinicropi, Schmitter) 2 NAYES (Dyson, Laskoski). Motion carried.

- r. Town Supervisor – Resolution – Allowing Only Certified Service Dogs in Town Buildings – TS-2024-18 –
A motion was made by Councilman SOMOENE and Councilman SOMEONE to approve the following resolution: **WHEREAS**, the Town Supervisor has received several complaints that dogs are being allowed into town buildings and visitors have expressed safety concerns and fear of the animals; and **WHEREAS**, in order to ensure the safety and well-being of all visitors and occupants while providing necessary accommodations for individuals with disabilities, the Town Supervisor has been asked to allow only service-certified dogs in all Town buildings.
NOW THEREFORE BE IT RESOLVED that effective immediately only certified service dogs are permitted within Town-owned buildings. No other dogs are allowed without exception. 4 AYES (Puylara, Sinicropi, Dyson, Schmitter) 1 NAYES (Laskoski)
- s. Town Supervisor – Resolution – Fill Vacant Police Officer Position –PD-2024-07 – A motion was made by Councilman Sinicropi and seconded by Councilwoman Dyson to approve the following resolution: **WHEREAS**, the Seneca Falls Police Department continually recruits to obtain qualified police officers in order to replace vacant positions when they become available; and **WHEREAS**, the Seneca Falls Police Department has been actively recruiting and searching to fill one vacant police officer position; and **WHEREAS**, completion of the hiring process, it is the recommendation of the Police Chief and Public Safety Committee to fill this vacant position with a qualified police officer; and **NOW THEREFORE, BE IT RESOLVED**, that the Town Board accept hiring an officer at the hourly rate of \$35.08. All in favor. Motion carried.
- t. Town Clerk – Resolution – Revision of Meeting Minutes for 12/5/2023 – TC-2024-23 – A motion was made by Councilman Puylara and seconded by Councilwoman Laskoski to approve the following resolution: **WHEREAS**, the Town Board of Seneca Falls approved the minutes for 12/5/2023; and **WHEREAS**, it has come to the attention of the Town Clerk that a typo had occurred in regards to a winning bid; and **WHEREAS**, the payment authorized was in the amount of \$333,220.00 and was recorded in the minutes as \$33,220.00.
NOW THEREFORE BE IT RESOLVED, that the minutes from 12/5/2023 are hereby revised to reflect the proper amount of \$333,220.00. All in favor. Motion carried.

Councilman Sinicropi discussed whether or not the town was able to send the resolution regarding the electric poles to the places named in the November resolution once again. The motion to send the resolution again was made by Supervisor Schmitter and seconded by Councilman Puylara. All in favor. Motion carried.

K. PAYMENT OF BILLS

FUND	TOTALS
General Fund – Townwide	\$250,627.00
Recreation	\$17,752.92
Vince’s Park	\$3,136.80
Highway Fund – Townwide	\$25,110.82
Water Fund	\$544,031.30
Sewer Fund	\$552,716.34
Downtown Revitalization	\$9,720.37
Townwide Refuse District –	\$16,891.79
Bridgeport Area Water	\$8,677.50
Obligations – Old Village -	\$48,054.78
TOTAL	\$1,476,719.62

SENECA FALLS TOWN BOARD REGULAR MEETING OF JUNE 4, 2024

A motion to adjourn was made by Councilman Sinicropi and seconded by Councilman Puylara. All in favor.
Motion carried.

The Seneca Falls Town Board Regular Meeting ended at 7:42 pm.

Respectfully,

Melissa Brown
Town Clerk