



Town of Seneca Falls

Special Board Meeting February 12, 2025 AGENDA

Town Supervisor
Frank Schmitter

Council Members
Kaitlyn Laskoski
Frank Sinicropi
Dawn Dyson
Jackson Puylara

Town Supervisor Schmitter and the Members of the Town Board would like to welcome you to Town Hall for this monthly Business meeting. If you have come to speak during the meeting, please approach the podium when recognized by the Town Supervisor, state your name and address for the record and speak directly into the microphone. The Board is pleased to hear relevant comments that pertain to Town Government, however, a 3-5 minute limit is set to allow for all of the Meeting's business to be conducted. Also, please remember to silence your phones. Thank you for your interest in Town Government.

1. SPECIAL MEETING

- A. Roll Call
- B. Pledge of Allegiance
- C. Privilege of the Floor

2. OLD BUSINESS

- a. Discuss Snow Removal Operations Policy Options

3. NEW BUSINESS

- a. Resolution: Policy for Snow & Ice Operations
- b. Discuss Options for Heating System in Town Hall
(Resolution if an Option is selected)
- c. Resolution: Matrice 30T Urban Scout Drone
- d. Resolution: Investigation Equipment
- e. Resolution: Guiderail Replacement Project for the King Road Culvert

4. PAYMENT OF BILLS (EMERGENCY)

- a. L&N Mechanical (repair heat issue in kitchen rooftop)
- b. J. Wendt (Reimbursement for Diesel fuel purchase)

5. EXECUTIVE SESSION

6. SPECIAL ORDER OF THE DAY - ADJOURN



Town of Seneca Falls

Department of Public Works

Option A

Cooperative Agreement

For

Snow and Ice Support of the Highway Dept. by the Dept. of Public Works

February 12, 2025

Background

On January 1, 2025 the Town of Seneca Falls deployed a new Department of Public Works. This department is staffed with Three (3) MEO-Light positions, one (1) MEO position, two (2) cleaner positions, one (1) building maintainer position, and one (1) Code Enforcement Officer position. The MEO-Light and MEO positions were filled with employees that have been transferred from the Highway Department, leaving three (3) full-time positions in the Highway Department. To accomplish snow and ice maintenance during a snow storm event, the 43 miles of Town roads and streets has typically been segmented into six (6) snow plow routes. Typical snow and ice removal operations have historically deployed six (6) truck operators in trucks with snowplows and/or salt spreader equipment to service all the routes at the same time during a major snowfall event. The DPW mission includes Snow and Ice Maintenance operations to supplement the staff of the Highway Department, to service the six (6) designated snowplow routes of the Town.

Scope

This policy governs the deployment of DPW staff to assist the Highway Department for snow and ice maintenance on the public roads and streets of the Town of Seneca Falls. This policy does not include the snow and ice maintenance operations performed by the Cleaners and Building Maintainer personnel for Town Buildings and their associated parking lots and sidewalks.

Purpose

The purpose of this policy is to define the roles and duties, communications and procedures for the deployment of DPW personnel for Snow and Ice Maintenance Operations in support of the Highway Department.

Objective

Mobilize the DPW staff to assist the Highway Department for snow and ice maintenance operations, in a timely and effective manner, to keep the public roads and streets open to traffic and protect the safety of the public.

Snow and Ice Event Call Out

The need for snow plowing and salting can happen during off duty hours or during normal working shifts. The Highway Department generally mobilizes snow plowing and salting crews between the hours of 5:00 am and 7:00 PM. The Highway Superintendent determines when to mobilize forces for a snow and ice event on the Town roads. The Highway Superintendent will contact the Director of Public Works for assistance by telephone and specify how many MEO's are needed. The Director of the Department of Public Works will contact his staff and assign the needed personnel to the Highway Superintendent to perform snowplowing and salting operations. The DPW personnel assigned will continue snow-plow and salting through the duration of the snow and ice event until their services are no longer needed, as directed by the Highway Superintendent.

DPW Support to be Provided

Scope of Snow and Ice Assistance

For a Snow & Ice Maintenance Call-Out DPW personnel will only be assigned to perform Snow & Ice Maintenance Tasks to include:

1. Snow plowing or salting on Town Roads and Streets
2. Snow plowing/removal and salting on Town Sidewalks and Parking Lots
3. Loading Salt into Trucks and Other Salting Equipment as Needed to Support the Operation.
4. Restock the Highway Department Salt Storage Bay/s

Personnel Support

The DPW staff includes four (4) MEO's trained in Snow and Ice maintenance operations, including snow plowing and salting of roads, streets, and sidewalks. In addition, the DPW staff includes the Cleaner Staff and the Building Maintainer.

DPW MEO personnel are available to perform snow and salting operations on all Town roads and streets using 6-wheel and 10-wheel trucks, of the Highway Department and other equipment as well.

Upon the direction of the Director of the Department of Public Works, all DPW staff can be assigned to assist on the public streets or sidewalks with snow plowing and salting efforts, after the completion of their primary assignments at the Town Hall and Recreation Center.

Equipment Support

The DPW has small, motorized snow & ice maintenance equipment including pickup trucks with plows and/or salt spreader, the VENTRAX machine, an all-terrain vehicle with plow and salt spreader etc. At the discretion of the Director of Public Works, these pieces of equipment with DPW Class D Licensed Operators may be available to assist the Highway Department in an emergency situation that may require such additional equipment.

Exclusions

DPW personnel will not be assigned other duties by the Highway Superintendent. When Snow & Ice Operations are completed the Highway Superintendent will release the DPW personnel immediately, to return to the DPW.

Call-Out Procedure**Highway Superintendent Request for Assistance**

It is the responsibility of the Highway Superintendent to initiate the request for snow & ice maintenance assistance from the Department of Public Works. When assistance is needed the Highway Superintendent will call the Director of Public Works by telephone. Contact phone numbers for the Director of Public Works are as follows:

Office Phone: (315)-216-0175 (extension 1047)

Personal Cell Phone: (607) -743-2587

In the event the Highway Superintendent cannot reach the Director of Public Works in-person or by telephone, for any unforeseen circumstances, the Highway Superintendent will call the Town Supervisor.

The Highway Superintendent will tell the Director of Public Works the names of the DPW personnel he is requesting, and when they are needed.

Dispatch of DPW Personnel to Highway Department

After receiving a Call-Out for snow & ice assistance from the Highway Superintendent the Director of Public Works will make the calls and direct the DPW personnel to the Highway Department to report to the Highway Superintendent for their assignments.

Equipment Assignments by The Highway Superintendent

The Highway Superintendent will assign the DPW personnel based on the Highway Superintendent's discretion.

Managing the Level of Assistance.

Requests can be made at any time during a Snow and Ice Event, for assistance. DPW personnel will be made available throughout the duration of a snow and ice event as per requests by the Highway Superintendent. However, depending on the weather and the progression of the snow and ice event, the need for assistance will vary, and the overall length of the event will vary. The Highway Superintendent will notify the Director of the DPW when any requests for changes in the level of assistance are needed. The Highway Superintendent may need less support and release DPW personnel, or he may need additional assistance and request more personnel. The Highway Superintendent will contact the Director of the Department of Public Works to inform him of personnel returning to the DPW or to ask for additional personnel. Finally, the Highway Superintendent will inform the Director of the Department of Public Works as soon as possible, when the snow and ice event subsides or ends and DPW assistance is no longer required.



Town of Seneca Falls

Department of Public Works

Option B

Cooperative Agreement

For

Snow and Ice Support of the Highway Dept. by the Dept. of Public Works Policy

February 12, 2025

Background

On January 1, 2025 the Town of Seneca Falls deployed a new Department of Public Works. This department is staffed with Three (3) MEO-Light positions, one (1) MEO position, two (2) cleaner positions, one (1) building maintainer position, and one (1) Code Enforcement Officer position. The MEO-Light and MEO positions were filled with employees that have been transferred from the Highway Department, leaving three (3) full-time positions in the Highway Department. To accomplish snow and ice maintenance during a snow storm event, the 43 miles of Town roads and streets has typically been segmented into six (6) snow plow routes. Typical snow and ice removal operations have historically deployed six (6) truck operators in trucks with snowplows and/or salt spreader equipment to service all the routes at the same time during a major snowfall event. The DPW mission includes Snow and Ice Maintenance operations to supplement the staff of the Highway Department, to service the six (6) designated snowplow routes of the Town.

Scope

This policy governs the deployment of DPW staff to assist the Highway Department for snow and ice maintenance on the public roads and streets of the Town of Seneca Falls. This policy does not include the snow and ice maintenance operations performed by the Cleaners and Building Maintainer personnel for Town Buildings and their associated parking lots and sidewalks.

Purpose

The purpose of this policy is to define the roles and duties, communications and procedures for the deployment of DPW personnel for Snow and Ice Maintenance Operations in support of the Highway Department.

Objective

Mobilize the DPW staff to assist the Highway Department for snow and ice maintenance operations, in a timely and effective manner, to keep the public roads and streets open to traffic and protect the safety of the public.

Snow and Ice Event Call Out

The need for snow plowing and salting can happen during off duty hours or during normal working shifts. The Highway Department generally mobilizes snow plowing and salting crews between the hours of 5:00 am and 7:00 PM. The Highway Superintendent determines when to mobilize forces for a snow and ice event on the Town roads. The Highway Superintendent will contact the Director of Public Works for assistance by telephone and specify how many MEO's are needed. The Director of the Department of Public Works will contact his staff and assign the needed personnel to the Highway Superintendent to perform snowplowing and salting operations. The DPW personnel assigned will continue snow-plow and salting through the duration of the snow and ice event until their services are no longer needed, as directed by the Highway Superintendent.

DPW Support to be Provided

Scope of Snow and Ice Assistance

For a Snow & Ice Maintenance Call-Out DPW personnel will only be assigned to perform Snow & Ice Maintenance Tasks to include:

1. Snow plowing or salting on Town Roads and Streets
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Personnel Support

The DPW staff includes four (4) MEO's trained in Snow and Ice maintenance operations, including snow plowing and salting of roads, streets, and sidewalks. In addition, the DPW staff includes the Cleaner Staff and the Building Maintainer.

DPW MEO personnel are available to perform snow and salting operations on all Town roads and streets using 6-wheel and 10-wheel trucks, of the Highway Department and other equipment as well.

Upon the direction of the Director of the Department of Public Works, all DPW staff can be assigned to assist on the public streets or sidewalks with snow plowing and salting efforts, after the completion of their primary assignments at the Town Hall and Recreation Center.

Equipment Support

The DPW has small, motorized snow & ice maintenance equipment including pickup trucks with plows and/or salt spreader, the VENTRAX machine, an all-terrain vehicle with plow and salt spreader etc. At the discretion of the Director of Public Works, these pieces of equipment with DPW Class D Licensed Operators may be available to assist the Highway Department in an emergency situation that may require such additional equipment.

Exclusions

DPW personnel will not be assigned other duties by the Highway Superintendent. When Snow & Ice Operations are completed the Highway Superintendent will release the DPW personnel immediately, to return to the DPW.

Call-Out Procedure**Highway Superintendent Request for Assistance**

It is the responsibility of the Highway Superintendent to initiate the request for snow & ice maintenance assistance from the Department of Public Works. When assistance is needed the Highway Superintendent will call the Director of Public Works by telephone. Contact phone numbers for the Director of Public Works are as follows:

Office Phone: (315)-216-0175 (extension 1047)

Personal Cell Phone: (607) -743-2587

In the event the Highway Superintendent cannot reach the Director of Public Works in-person or by telephone, for any unforeseen circumstances, the Highway Superintendent will call the Town Supervisor.

The Highway Superintendent will tell the Director of Public Works how many operators he is requesting, and when they are needed.

Dispatch of DPW Personnel to Highway Department

The Department of Public Works will maintain a list of its MEO operators in rank priority order of Seniority. After receiving a Call-Out for snow & ice assistance from the Highway Superintendent, the Director of Public Works will call DPW personnel in priority order from

the list and send the number of DPW staff requested by The Highway Superintendent to the Highway Department for their assignments.

Equipment Assignments by The Highway Superintendent

The Highway Superintendent will assign the DPW personnel based on the Highway Superintendent's discretion.

Managing the Level of Assistance.

Requests can be made at any time during a Snow and Ice Event, for assistance. DPW personnel will be made available throughout the duration of a snow and ice event as per requests by the Highway Superintendent. However, depending on the weather and the progression of the snow and ice event, the need for assistance will vary, and the overall length of the event will vary. The Highway Superintendent will notify the Director of the DPW when any requests for changes in the level of assistance are needed. The Highway Superintendent may need less support and release DPW personnel, or he may need additional assistance and request more personnel. The Highway Superintendent will contact the Director of the Department of Public Works to inform him of personnel returning to the DPW or to ask for additional personnel. Finally, the Highway Superintendent will inform the Director of the Department of Public Works as soon as possible, when the snow and ice event subsides or ends and DPW assistance is no longer required.



TOWN OF SENECA FALLS

130 Ovid Street
Seneca Falls, NY 13148
F: 315-568-4672

February 12, 2025

**RESOLUTION: Adopt Option ____ - Policy for Snow & Ice Operations in
Support of the Highway Department
TS-2025**

WHEREAS, it is imperative that a firm policy be enacted which defines the roles and duties, communications and procedures for the deployment of DPW personnel for Snow and Ice Maintenance Operations in support of the Highway Department; and

WHEREAS, the objective of such a policy is to mobilize the DPW staff to assist the Highway Department for snow and ice maintenance operations in a timely and effective manner, to keep public roads and streets open to traffic and to protect the safety of the driving public.

NOW, THEREFORE, BE IT RESOLVED that the attached policy be enacted and effective immediately upon Board approval.

MOTIONED BY _____ SECONDED BY _____

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
Councilman Puylara				
Councilwoman Dyson				
Councilwoman Laskoski				
Councilman Sinicropi				
Supervisor Schmitter				
CARRIED & ADOPTED				
FAILED				

I hereby certify that this resolution was adopted on _____, 2025 and is recorded in the Meeting Minutes of the Town of Seneca Falls Town Board.

Town Clerk



TOWN OF SENECA FALLS

130 Ovid Street
Seneca Falls, NY 13148
F: 315-568-4672

February 12, 2025

RESOLUTION: Repair Heating System at Town Hall TS-2025

WHEREAS, the heating system in Town Hall, Building 130, is currently inoperative, posing a risk to the safety and well-being of its occupants; and

WHEREAS, three potential solutions have been identified for addressing this issue:

1. Repair the existing unit
2. Replace the unit with a similar furnace
3. Replace the unit with a geothermal system

WHEREAS, a special board meeting was convened on February 12, 2025, to evaluate these options and determine the most suitable course of action; and

WHEREAS, during this meeting, it was concluded that repairing the existing unit is the most practical solution, with costs not to exceed \$_____;

NOW, THEREFORE, BE IT RESOLVED that the repair of the heating system is hereby authorized, and that _____ is designated to supply the necessary parts and carry out the repairs at a total cost not to exceed \$_____.

MOTIONED BY _____ SECONDED BY _____

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
Councilman Puylara				
Councilwoman Dyson				
Councilwoman Laskoski				
Councilman Sinicropi				
Supervisor Schmitter				
CARRIED & ADOPTED				
FAILED				



TOWN OF SENECA FALLS

130 Ovid Street
Seneca Falls, NY 13148
F: 315-568-4672

February 12, 2025

RESOLUTION: Replace Heating System at Town Hall with Geothermal System TS-2025

WHEREAS, the heating system in Town Hall, Building 130, is currently inoperative, posing a risk to the safety and well-being of its occupants; and

WHEREAS, three potential solutions have been identified for addressing this issue:

1. Repair the existing unit
2. Replace the unit with a similar system
3. Replace the unit with a geothermal system

WHEREAS, a special board meeting was convened on February 12, 2025, to evaluate these options and determine the most suitable course of action; and

WHEREAS, during this meeting, it was concluded that replacing the existing unit with a geothermal system is the most practical and economical solution, with costs not to exceed \$_____; and

WHEREAS, three bids were received with the lowest acceptable bid from _____ at \$_____.

NOW, THEREFORE, BE IT RESOLVED that the replacement of the heating system with geothermal system is hereby authorized, and that _____ is the lowest acceptable bid to replace the system with a geothermal system at a cost not to exceed \$_____.

MOTIONED BY _____ SECONDED BY _____

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
Councilman Puylara				
Councilwoman Dyson				
Councilwoman Laskoski				
Councilman Sinicropi				
Supervisor Schmitter				
CARRIED & ADOPTED				
FAILED				



TOWN OF SENECA FALLS

130 Ovid Street
Seneca Falls, NY 13148
F: 315-568-4672

February 12, 2025

RESOLUTION: Replace Heating System at Town Hall with Similar System TS-2025

WHEREAS, the heating system in Town Hall, Building 130, is currently inoperative, posing a risk to the safety and well-being of its occupants; and

WHEREAS, three potential solutions have been identified for addressing this issue:

1. Repair the existing unit
2. Replace the unit with a similar system
3. Replace the unit with a geothermal system

WHEREAS, a special board meeting was convened on February 12, 2025, to evaluate these options and determine the most suitable course of action; and

WHEREAS, during this meeting, it was concluded that replacing the existing unit with a similar system is the most practical solution, with costs not to exceed \$_____;

and

WHEREAS, three bids were received with the lowest acceptable bid from _____ at \$_____.

NOW, THEREFORE, BE IT RESOLVED that the replacement of the heating system with a similar system is hereby authorized, and that _____ is designated to replace the system with a similar one at the acceptable bid of \$_____.

MOTIONED BY _____ SECONDED BY _____

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
Councilman Puylara				
Councilwoman Dyson				
Councilwoman Laskoski				
Councilman Sinicropi				
Supervisor Schmitter				
CARRIED & ADOPTED				
FAILED				



Police Department
TOWN OF SENECA FALLS, NY

Timothy Snyder
130 Ovid Street
Seneca Falls, NY 13148

2/12/2025

**RESOLUTION : MATRICE 30T URBAN SCOUT DRONE
PD-2025-**

WHEREAS, the Seneca Falls Police Department received a \$101,658.00 Law Enforcement Technology grant from New York State Division of Criminal Justice Services to purchase technology equipment; and

WHEREAS, the Seneca Falls Police Department is committed to enhancing public safety, improving emergency response capabilities, and utilizing advanced technology to serve and protect the community; and

WHEREAS, the acquisition of a Matrice 30T Urban Scout Drone, including necessary accessories, will provide critical support in emergency situations such as search and rescue operations, disaster response, traffic accident investigations, and public safety monitoring; and

WHEREAS, the use of drone technology will enhance situational awareness for first responders, improve operational efficiency, and contribute to the overall safety and well-being of the residents of Seneca Falls; and

NOW, THEREFORE, BE IT RESOLVED by the Town of Seneca Falls Council that:

1. The Chief of Police is hereby authorized to proceed with the purchase of a Matrice 30T Urban Scout Drone, including all necessary accessories, to be utilized in emergency operations and public safety efforts.
2. The necessary funding for this acquisition shall be expended from the LE Tech Grant

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
Councilman Puylara				
Councilwoman Dyson				
Councilwoman Laskoski				
Councilman Sinicropi				
Supervisor Schmitter				
Carried and Adopted				
Failed				

I hereby certify that this resolution was adopted on 2/12/2025 and is recorded in the Meeting Minutes of the Town of Seneca Falls Town Board.

Town Clerk



Police Department
TOWN OF SENECA FALLS, NY

Timothy Snyder
130 Ovid Street
Seneca Falls, NY 13148

2/12/2025

**RESOLUTION: INVESTIGATION EQUIPMENT
PD-2025-**

WHEREAS, the Seneca Falls Police Department received a \$101,658.00 Law Enforcement Technology grant from New York State Division of Criminal Justice Services to purchase technology equipment; and

WHEREAS, it is extremely important to the Seneca Falls Police Department and the community in which it serves to be equipped with up-to-date technology to document and collect evidence; and

NOW THEREFORE, BE IT RESOLVED, the Seneca Falls Town Board authorize Chief Snyder to purchase Investigation Equipment using the Law enforcement Technology grant funds not to exceed \$14,127.00.

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
Councilman Puylara				
Councilwoman Dyson				
Councilwoman Laskoski				
Councilman Sinicropi				
Supervisor Schmitter				
Carried and Adopted				
Failed				

I hereby certify that this resolution was adopted on 2/12/2025 and is recorded in the Meeting Minutes of the Town of Seneca Falls Town Board.

Town Clerk