A. The Seneca Falls Town Board held a special meeting on February 12, 2025, at the Seneca Falls Town office, 130 Ovid Street Seneca Falls.

Supervisor Schmitter called the regular meeting to order at 12:30 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
Director of DPW Peter Messmer		X

C. The Pledge of Allegiance followed.

D. SPECIAL MEETING

a. New Business

i. Adopt Option A – Policy for Snow & Ice Operations in Support of the Highway Department – DPW-2025-03 – A motion was made by Councilwoman Laskoski and seconded by Councilman Sinicropi to approve the following resolution: **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 following policy be enacted and effective immediately upon Board approval:

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. A motion was made by Supervisor Schmitter and seconded by Councilman Puylara to table the resolution:

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
MOTION TO TABLE:				
Councilman Puylara	X			
Councilwoman Dyson		X		
Councilwoman Laskoski		X		
Councilman Sinicropi		X		
Supervisor Schmitter	X			
Carried and Adopted				
Failed		X		

TOWN BOARD	AYES	NAYES	ABSENT	ABSTAIN
MOTION TO APPROVE:				
Councilman Puylara	X			
Councilwoman Dyson	X			
Councilwoman Laskoski	X			
Councilman Sinicropi	X			
Supervisor Schmitter		X		
Carried and Adopted		X		
Failed				

ii. Replace heating System at Town Hall with Geothermal System – TS-2025- A motion to go out to bid was made by Councilman Sinicropi and seconded by Councilwoman Dyson for the following resolution: **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 $(INFOMRATION LEFT BLANK) ; and

WHEREAS, three bids were received with the lowest acceptable bid from (INFORMATION LEFT BLANK) at $ (INFORMATION LEFT BLANK).

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

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

iii. Matrice 30T Urban Scout Drone – PD-2025-03 – A motion to approve the following resolution was made by Councilman Puylara and seconded by Councilwoman Dyson: **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.

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

iv. Investigation Equipment – PD-2025-04 – A motion was made by Councilman Sinicropi and seconded by Councilwoman Laskoski to approve the following resolution: **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.

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

v. Guiderail Replacement Project for the King Road Culvert – DPW-2025-05 – A motion was made by Councilman Puylara and seconded by Councilwoman Dyson to approve the following resolution: WHEREAS, on February 10, 2025 the Director of Public Works met with the Town Highway Superintendent and Highway Committee Member Dawn Dyson and reviewed several solution alternatives to replace the Guiderail System of the King Road Culvert; and
WHEREAS, after discussion a 'Preferred Solution' was identified, which consists of: the installation of a new box-beam guiderail system on both sides of the culvert crossing, in full compliance with NYSDOT guiderail design standards, which provides for a two-lane roadway with a nominal lane width of 9-feet; and
WHEREAS, the Highway Superintendent and the Director of Public Works mutually agreed that the "Preferred Solution' will restore the culvert crossing for use by the public and allow the road to be re-opened; and
WHEREAS, during the meeting referenced above, the Highway Superintended provided his approval of the 'Preferred Solution' described above.
NOW, THEREFORE, BE IT RESOLVED that the Town will undertake a Guiderail Replacement Project according to the scope of the 'Preferred Solution' described above and any additional applicable design details and specifications to be provided by the Director of Public Works; and
BE IT FURTHER RESOLVED that the Highway Department, working together with the Department of Public Works, execute the Guiderail Replacement Project.

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

E. Executive Session – Town Board entered into Executive Session at 12:28 pm to discuss the acquisition of lease of sale of real property or securities when publicity would substantially affect the value, personnel issues, and matters related to collective negotiations under the Taylor Law.

Respectfully,

Melissa Brown
Town Clerk