

The Seneca Falls Town Board held a Special Meeting on Wednesday, February 13, 2019 in the Town Hall Meeting Room, 130 Ovid Street.

Present were Supervisor Gregory Lazzaro; Councilmen Louis Ferrara, David Delelys, Douglas Avery and Vittorio Porretta. Also present were David Foster, Town Attorney; Joseph Tullo, Chief WWTP Operator; Marshal Foster, Network Administrator; Peter Baker of Barton & Loguidice and a Member of the local media.

Supervisor Lazzaro opened the Special Meeting at 4:00 P.M. A roll call of Board Members was taken and all were present; the Pledge of Allegiance followed.

Old Business:

Water – Interfund Transfer for Safety Interlocks & SCADA Monitoring: A motion was made by Greg Lazzaro and seconded by Doug Avery to adopt the following resolution:

WHEREAS, the Town Board realizes the need for safety interlocks at the Water Plant and SCADA monitoring for Auburn Road Tower; and

WHEREAS, the Town Board also realizes this was not a budgeted item for 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Seneca Falls Town Board does hereby authorize the transfer of \$23,343.53 of third quarter landfill revenue through creating an interfund transfer by Budget modification; increasing revenue line A2130 Landfill Revenue and increasing expense line A9901.904 Interfund Transfer to Water; and be it

FURTHER RESOLVED, that the interfund transfer from the General Fund will be received into the Water Fund through Budget modification by increasing revenue line F5031 Interfund Transfer, and an increase to expense line F8330.205, with a creating of the expense line to “SCADA Monitoring”.

Mr. Tullo said this is so we can monitor the Auburn Road Tower from the plant or from the phone. He added it is also for safety at the Water Plant so they can see what is going on, and it's for water quality. Mr. Porretta asked how it was monitored before; Mr. Tullo replied it hasn't been monitored. Mr. Porretta asked if he was aware of this during the Budget process. Mr. Tullo replied they were aware of this, but it was not put in the Budget; they did put in for a chlorine booster station, but didn't put in for SCADA.

The above motion made by Greg Lazzaro and seconded by Doug Avery to adopt the above resolution for Interfund transfer for Safety Interlocks & SCADA Monitoring was carried 5 ayes, 0 naves.

Mr. Avery stated he thought that the discussion would be about how the Board was going to use the money in general rather than dealing with these one at a time. Mr. Lazzaro said he thinks these need to be dealt with one at a time. Mr. Avery said he would like these to be part of the discussion unless there is something that makes these special that he is not aware of. Mr. Lazzaro stated he thinks these are priorities as to how the Water/Sewer Departments are going to go on in the future; they need updates and a number of these things to continue to get pure water into all the households. Mr. Avery stated we should have had this conversation beforehand. The bigger question to him is where to start with this infrastructure. He added we have not had this discussion, and the Board may not all agree on where to begin. Mr. Tullo stated to him, all of these are equally important – they all go together. Discussion followed.

Mr. Avery stated it seems like we are here to discuss what we are going to do with this revenue and some decisions have already been made – the Board has been put into the conversation part-way in; it's already been decided it's going to be water. He added the process is important – the Board has to have this discussion. Mr. Ferrara stated the way Mr. Tullo explains it – it's a priority. He thinks this is a good place to start. He agrees there needs to be discussions on landfill revenue and what the Board is going to do with it.

After further discussion, Mr. Avery said we have a little over \$420,000 – does that do it for the Water Plant for now. Mr. Tullo replied that should help them – he would say no, but they don't know what will happen. Mr. Avery stated we are looking at the Water Plant first, then equalization tank and then other issues, such as dead-ends. He asked if there was anything from any other department as far as spending – maybe Highway and roads. Mr. Ferrara said if you look at the roads as the first phase, that should be last – the first phase should be to take care of everything underneath.

Water – Interfund Transfer for Filter Media Evaluation: A motion was made by Greg Lazzaro and seconded by Lou Ferrara to adopt the following resolution:

WHEREAS, the Town Board realizes the urgent need to have the filter media evaluated and changed out at the Water Plant; and

WHEREAS, the Town Board also realizes this was not a budgeted item for 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Seneca Falls Town Board does hereby authorize the transfer of \$200,000 of third quarter landfill revenue through creating an interfund transfer by Budget modification; increasing revenue line A2130 Landfill Revenue and increasing expense line A9901.904 Interfund Transfer to Water; and be it

FURTHER RESOLVED, that the Interfund transfer from the General Fund will be received into the Water Fund through Budget modification by increasing revenue line F5031 Interfund Transfer, and an increase to expense line F8330.203; with a renaming of the expense line to "Filter Media".

Mr. Porretta asked if the \$200,000 was going to be enough. Mr. Tullo replied that should be for the filter media evaluation and change-out and engineering. Mr. Baker said it should be ample.

The above motion made by Greg Lazzaro and seconded by Lou Ferrara to adopt the above motion for an Interfund Transfer for Filter Media evaluation was carried 5 ayes, 0 nays.

Water – Interfund Transfer for Upgrades & Disinfection Evaluation: A motion was made by Greg Lazzaro and seconded by Lou Ferrara to adopt the following resolution:

WHEREAS, the Town Board realizes the urgent need to have upgrades and disinfection evaluation at the Water Plant; and

WHEREAS, the Town Board also realizes this was not a budgeted item for 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Seneca Falls Town Board does hereby authorize the transfer of \$118,000 of third quarter landfill revenue through creating an Interfund transfer by Budget modification; increasing revenue line A2130 Landfill Revenue and increasing expense line A9901.904 Interfund Transfer to Water; and be it

FURTHER RESOLVED, that the Interfund transfer from the General Fund will be received into the Water Fund through Budget modification by increasing revenue line F5031 Interfund Transfer, and an increase to expense line F8330.201; with the renaming of the expense line to "Upgrades/Disinfection".

Mr. Porretta referred to disinfection, and asked if this was going through a different process. Mr. Baker proceeded to explain the process, and said they have had discussions with the Department of Health - anything they do has to go through the Department of Health.

The above motion made by Greg Lazzaro and seconded by Lou Ferrara to approve the above resolution for an Interfund Transfer for Upgrades and Disinfection evaluation was carried 5 ayes, 0 nays.

Water – Interfund Transfer for Upgrades of Carbon System & Chloramine Booster Evaluation: A motion was made by Greg Lazzaro and seconded by Lou Ferrara to adopt the following resolution:

WHEREAS, the Town Board realizes the urgent need to have the powder activated carbon system upgraded and chloramine booster evaluation at the Water Plant; and

WHEREAS, the Town Board also realizes this was not a budgeted item for 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Seneca Falls Town Board does hereby authorize the transfer of \$50,000 of third quarter landfill revenue through creating an Interfund transfer by Budget modification; increasing revenue line A2130 Landfill Revenue and increasing expense line A9901.904 Interfund Transfer to Water; and be it

FURTHER RESOLVED, that the Interfund transfer from the General Fund will be received into the Water Fund through Budget modification by increasing revenue line F5031 Interfund Transfer, and an increase to expense line F8330.204; with a renaming of the expense line to "Pac system/booster".

No questions. Motion carried 5 ayes, 0 nays.

Water – Interfund Transfer for Installation of Fire Hydrant on Lake Road Spur: A motion was made by Greg Lazzaro and seconded by Doug Avery to adopt the following resolution:

WHEREAS, the Town Board realizes the urgent need to install a new hydrant on Lake Road Spur; and

WHEREAS, the Town Board also realizes this was not a budgeted item for 2019.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Seneca Falls Town Board does hereby authorize the transfer of \$33,000 of third quarter landfill revenue through creating an Interfund transfer by Budget modification; increasing revenue line A2130 Landfill Revenue and increasing expense line A9901.904 Interfund Transfer to Water; and be it

FURTHER RESOLVED, that the Interfund transfer from the General Fund will be received into the Water Fund through Budget modification by increasing revenue line F5031 Interfund Transfer, and an increase to expense line F8340.202; with a renaming of the expense line to "Lake Road Spur".

No questions. Motion carried 5 ayes, 0 nays.

Resolution – Authorize SFDC to Hire Event Planner for Centennial Celebration of 19<sup>th</sup> Amendment: A motion was made by Greg Lazzaro and seconded by Doug Avery to adopt the following resolution:

WHEREAS, the year 2020 is the 100<sup>th</sup> Anniversary of the passage of the 19<sup>th</sup> Amendment guaranteeing and protecting the right of women to vote in the United States; and

WHEREAS, Seneca Falls is recognized as the birthplace of Women's Rights; and

WHEREAS, the year-long Celebration of Women's Rights is an opportunity to showcase the Town of Seneca Falls and to increase tourism beyond normal levels; and

WHEREAS, effective planning for an Event of this magnitude should be carefully and skillfully guided by a single resource.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Seneca Falls hereby authorizes the expenditure of an amount not to exceed \$30,000 to be used by the Seneca Falls Development Corporation to hire an Event Planner/Coordinator to act as the central Coordinator for Seneca Falls' 2020 Celebration of the 19<sup>th</sup> Amendment Centennial.

Mr. Avery stated this is to allow the Development Corporation to bring someone on board to turn next year's 100<sup>th</sup> Anniversary into a big deal. Mr. Ferrara said he is in favor of that. He added in the summer, there is always something going on in the Town – how do we take that and put that into something or someone that's out there trying to do that type of venue in the summer to increase more travel at this end. Mr. Avery responded that is what this is intended to do - to get it started along those lines. He added there needs to be someone who is at the helm, and we need to finance that.

Mr. Porretta asked how did they arrive at that figure; Mr. Avery replied it's arbitrary – they why we came up with not to exceed \$30,000. Brief discussion followed.

The above resolution made by Greg Lazzaro and seconded by Doug Avery to adopt the above resolution authorizing SFDC to hire an Event Planner for the Centennial Celebration was carried 5 ayes, 0 nays.

Resolution Adopting Internet and Acceptable Use Policy: A motion was made by Greg Lazzaro and seconded by Doug Avery to adopt the following resolution:

WHEREAS, the Town of Seneca Falls has procured in-house Information Technology Services (IT Services) and has established a Network Administrator for Town IT Services; and

WHEREAS, present IT protocol prudently requires the adoption and existence of uniform policies, practices, direction and guidelines of IT Services; and

WHEREAS, to effectuate common practices, procedures and guidelines in the effective operation and delivery of IT Services it is necessary to set forth standards required of all Town IT service users; and

WHEREAS, to secure compliance with such IT Service standards, such policy should be incorporated into the Employee Handbook and acknowledged as a condition of employment with the Town of Seneca Falls; and

WHEREAS, an Internet and acceptable use policy has been prepared by the Network Administrator and proffered for adoption by the Town of Seneca Falls.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board, having read, discussed and reviewed the Network Administrator's proffered policy:

1. Hereby ratifies and adopts the policy annexed hereto as the Town of Seneca Falls Internet and Acceptable Use Policy; and further,
2. Hereby directs that the same be incorporated into the Town of Seneca Falls Employee Handbook at Article 500 thereof entitled "Operational Policies"; specifically, the within policy shall augment and be in addition to Section 511 thereof entitled "Use of Communication Systems and Equipment"; and further
3. Hereby further directs that all employees, present and future, shall abide by the same; new employees shall initial a copy of the same at the time of hire.

Mr. Foster stated there is a Comptroller's Meeting on IT tomorrow. One of their findings was that the services were being outsourced and there was no internal handling of anything for IT. He said there are certain policies that have to be in effect, such as use of computers by employees, passwords changing at different times, etc. Mr. Foster said these are boiler plate policies that are in effect in most municipalities, and the policies set forth here pretty much speak to common sense. He noted there are about five different policies that should be in effect at any given time; two of these that should be here is what is in the Handbook. There should be a policy if there is a security breach, and there are other ones that will be put into effect when the new server is installed.

Mr. Avery stated he doesn't dispute the fact that we need these, but he is very uncomfortable being asked to vote on a policy that he has not read. He would like to see these tabled until March 5<sup>th</sup>.

A motion was made to table action on the resolution adopting Internet and Acceptable Use Policy and resolution adopting the Town computer system security breach notification policy until March 5<sup>th</sup> to give the Board time to read them by Doug Avery and seconded by Dave DeLelys. No questions. Motion carried 5 ayes, 0 nays.

Budget Modifications: A motion was made to approve Budget modifications which includes utilizing the amount of \$214,957.72 from the third quarter landfill revenue by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 5 ayes, 0 nays.

Contribution - Seneca Museum of Waterways & Industry: A motion was made to table the request of \$20,000 from the Seneca Museum of Waterways & Industry by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 5 ayes, 0 nays.

Bernard P. Donegan Financial Consulting Services & Municipal Advisor Services: Mr. Lazzaro stated these are general letters for the Board to sign off on so that they can go ahead with the Sewer Rehab Bond issuance.

Brief discussion followed.

A motion was made authorizing the Town Supervisor to sign the Financial Consulting Services and Municipal Advisor Services letters by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 5 ayes, 0 nays.

At 4:50 P.M., a motion was made to go into Executive Session regarding a personnel issue by Greg Lazzaro and seconded by Dave DeLelys. No questions. Motion carried 5 ayes, 0 nays.

A motion was made to reconvene the Special Meeting at 5:10 P.M. by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 5 ayes, 0 nays.

A motion was made to appoint Deborah Waite as part-time Acting Assessor at a salary of \$27,000 for the next six months by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 5 ayes, 0 nays.

Being there was no further business, a motion was made to adjourn the Meeting by Greg Lazzaro and seconded by Dave DeLelys. No question. Motion carried 5 ayes, 0 nays.

Meeting adjourned at 5:14 P.M.

Respectfully submitted,

NICALETTA J. GREER  
Town Clerk

The Seneca Falls Town Board held a Special Meeting on Friday, February 22, 2019 in the Town Hall Meeting Room, 130 Ovid Street.

Present were Supervisor Gregory Lazzaro; Councilmen Vittorio Porretta, Douglas Avery and David DeLelys. Also present were David Foster, Town Attorney and a Member of the local media.

Supervisor Lazzaro opened the Special Meeting at 4:00 P.M. A roll call of Board Members was taken and Councilman Ferrara was absent from the Meeting; the Pledge of Allegiance followed.

Old Business:

Final Approval – Seneca Community Players Use of Facility: A motion was made to approve the use of the Condominium by the Seneca Community Players by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 4 ayes, 0 nays.

Contribution – Seneca Museum of Waterways & Industry: A motion was made authorizing the payment of \$20,000 to the Seneca Museum of Waterways & Industry as budgeted for other needs by Greg Lazzaro and seconded by Dave DeLelys. No questions. Motion carried 4 ayes, 0 nays.

Professional Services Agreement – Barton & Loguidice: A motion was made authorizing the Town Supervisor to sign the Professional Services Agreement for 2019 Designated Engineering Services with Barton & Loguidice by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 4 ayes, 0 nays.

New Business:

Bids – Sanitation Services: Mr. Lazzaro opened and read the following bids for Sanitation Services:

**Finger Lakes Refuse & Disposal, Canandaigua, NY** – Option 1 \$210,472 per year with option to renew for two years. Option 2 - \$188,872 for three year guaranteed contract.

**Casella Waste** - \$435,000 for 10 months; \$43,500 per month.

**Cardinal Disposal** - \$182,016 per year for 3 years. \$189,600 for Year 4 and \$197,184 for Year 5.

A motion was made to accept the low bid of Cardinal Disposal in the amount of \$182,016 per year for Sanitation Services for the former Village area by Greg Lazzaro and seconded by Dave DeLelys. No questions. Motion carried 4 ayes, 0 nays.

Mr. Lazzaro stated the Town needs to get a release from the current Company. Mr. Foster said he has prepared a release; all he needs is to put in a date. Brief discussion followed.

A motion was made authorizing the Town Supervisor to sign a release for Sanitation Services from D&L Disposal II, Inc. effective February 28, 2019 by Greg Lazzaro and seconded by Doug Avery. No questions. Motion carried 4 ayes, 0 nays.

Being there was no further business, a motion was made to adjourn the Meeting by Greg Lazzaro and seconded by Dave DeLelys. No questions. Motion carried 4 ayes, 0 nays.

Meeting adjourned at 4:16 P.M.

Respectfully submitted,

NICALETTA J. GREER  
Town Clerk