



Town of Seneca Falls

Town Supervisor
Michael J. Ferrara

Council Members

Steve Churchill
Dawn Dyson
Kaitlyn Laskoski
Frank Sinicropi

AGENDA

Town Supervisor Ferrara 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, the following information will be helpful to you. When you are recognized by the Town Supervisor, please approach the podium, 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. Requests for accommodations for individuals with disabilities may be made with advanced notice of at least three work days prior to the meeting by calling (315) 568-8013, Option 1, or e-mailing ngreer@senecafalls.com. As much advance notice as possible is needed to assure that appropriate services can be acquired. Thank you for your interest in Town Government.

PUBLIC HEARINGS & MEETING

October 4, 2022

1. PUBLIC HEARING – Application for CDBG Economic Development Grant Funding
2. PUBLIC HEARING – Proposed Local Law - Signage
3. PUBLIC HEARING – Proposed Local Law – Short Term Rentals
4. PUBLIC HEARING – Proposed Local Law – Anaerobic Digester Facilities
5. REGULAR MEETING
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Petitioners
 - a. Harriet Haynes – Review of Agricultural District #6 as it relates to Town lands.
 - b. Privilege of the Floor
6. APPROVAL OF MINUTES
 - A. Special Meeting – August 30, 2022
 - B. Public Hearing & Meeting – September 6, 2022
 - C. Special Meeting – September 14, 2022
7. COMMUNICATIONS
8. OLD BUSINESS

9. NEW BUSINESS

- A. Approval of Special Events
- B. 2023 Tentative Budget
 - a. Set Public Hearing Date
 - b. Budget Workshop Dates
- C. Highway Resolution – Fill Vacant Motor Equipment Operator Position (Dominick Beaver)
- D. Highway Resolution – Fill Vacant Motor Equipment Operator Light Position (Shawn Van Gee)
- E. Appoint Deputy Highway Superintendent (Brian Jensen)
- F. CDBG Economic Development Grant Funding
- G. Resolution - Proposed Local Law – Signage
- H. Resolution - Proposed Local Law – Short Term Rentals
- I. Resolution - Proposed Local Law – Anaerobic Digesters
- J. Reappoint Board of Assessment Review Member
- K. FYI – Fall Leaf/Brush Pickup – Monday, November 14, 2022 – One Day Only
- L. Approve Formation of Comprehensive Plan Steering Committee
- M. Discussion – Replace Private Line on Gravel Road
- N. Resolution – Organics Reduction and Recycling Program
- O. Resolution – Authorize Funding – Water Meter Project
- P. Resolution – Allocate Funds from Water Reserve Fund for Water Meter Project
- Q. Resolution – Set Public Hearing for Local Law to Override Tax Cap
- R. Resolution – Application for Funding – Justice Court Assistance Program
- S. Highway Resolution – Declare Dump Truck Surplus and Auction
- T. Update Employee Vacation Policy in Employee Handbook
- U. W/S Resolution – Install Water Service Adjacent to Bridgeport Cemetery
- V. W/S Resolution – Purchase of Watermain parts and Materials for Services
- W. P&R Resolution – Replace Drinking Fountain
- X. P&R Resolution – Appoint Cleaner/Groundskeeper
- Y. P&R Resolution – Roof Repair
- Z. SFPD Resolution – Per Diem Reimbursement
- AA.SFPD Resolution – Budget Modification – Ammunition Line Item
- BB.SFPD Resolution – Budget Modification – Power DMS Software
- CC. P&R Resolution – Resurface Pool House Floor
- DD. Town Court – Transfer Funds to Interpreter Line A1110.404
- EE. Any Other New Business
- FF. Water/Sewer Credits
- GG. Executive Session

10. PAYMENT OF BILLS

11. SPECIAL ORDER OF THE DAY

Town of Seneca falls Highway Department

187 Ovid Street
Seneca Falls, New York 13148

Highway Superintendent Jeremy Wendt
Phone: 315 568-6288 Fax: 315-568-8680
E mail tsfhwy@verizon.net

9/22/2022

RESOLUTION: To Replace Motor Equipment Operator

WHEREAS, the highway department would like to hire a Motor Equipment Operator, to replace the position of the Motor Equipment Operator that moved up.

WHEREAS, The highway department will use this person to perform all the duties of a motor equipment operator. This Gentlemen has worked in the field of road work for many years and will make a good fit in our department. This will make for an easy transition.

NOW, THEREFORE, BE IT RESOLVED that the Seneca Falls Town Board does hereby authorize the hiring of Dominick Beaver, as a Motor Equipment Operator starting at \$22.00 an hour

Town of Seneca falls Highway Department

187 Ovid Street
Seneca Falls, New York 13148

Highway Superintendent Jeremy Wendt
Phone: 315 568-6288 Fax: 315-568-8680
E mail tsfhwy@verizon.net

9/22/2022

RESOLUTION: To Replace Motor Equipment Operator

WHEREAS, the highway department would like to hire a Motor Equipment Operator Light, to replace the one that left.

WHEREAS, The highway department will use this person to perform all the duties of a motor equipment operator Light. This Gentlemen has worked in the field of road work and grounds maintenance for many years and will make a good fit in our department. This will make for an easy transition.

NOW, THEREFORE, BE IT RESOLVED that the Seneca Falls Town Board does hereby authorize the hiring of Shawn Van Gee, as a Motor Equipment Operator Light starting at \$20.50 an hour



TOWN OF SENECA FALLS

September 28, 2022

Approve the composition and formation of the 2023 Comprehensive Plan Update Steering Committee.

WHEREAS, the Town Board of Seneca Falls has authorized the updating the Town's Comprehensive Planning document; and

WHEREAS the creation of this document will be directed by community members;

THEREFORE, BE IT RESOLVED, the Town Board hereby accepts the following membership for the Town of Seneca Falls 2023 Comprehensive Plan Update Steering Committee:

Town of Seneca Falls 2023 Comprehensive Plan Update Steering Committee Membership

- Representative from Town Board (ex-officio – non-voting)
- Representative from Town Planning Board
- Representative from Town Zoning Board
- Representative from Seneca Falls Development Corporation
- Representative from Seneca County Planning Board
- Representative from School District senior leadership
- Representative from Major Private Sector Employer
- Representative from Small Business
- Representative from Arts/Culture Community
- Representative from Agricultural Interests
- Representative from Spiritual Community
- Representative(s) from Cayuga Nation
- Representatives from community neighborhoods
 - Former Village Residential (2)
 - Southern Agricultural
 - Lake
 - Dense Population Housing Communities

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES
Councilman Churchill		
Councilwoman Dyson		
Councilwoman Laskoski		
Councilman Sinicropi		
Supervisor Ferrara		
Carried and Adopted		

Town of Seneca Falls

**Resolution of Support & Authorization for the Town of Seneca Falls
2022 New York State Department of Environmental Conservation- Organics
Reduction & Recycling Program
Municipal Food Scraps Recycling Initiatives - 2022 Grant Application**

WHEREAS, Town of Seneca Falls, Seneca County, supports the submission of a 2022 Municipal Food Scraps Recycling Initiatives Funding Application on behalf of the Town, to increase the recycling of residential food scraps; and

WHEREAS, the New York State Department of Conservation (DEC), provides a competitive statewide reimbursement grant program to assist in increasing the Town's recycling of residential food scraps; and

WHEREAS, the Town of Seneca Falls meets the funding eligibility and is considered a funding priority; and

WHEREAS, if funding is received it will allow the Town of Seneca Falls to set up a food scraps recycling program for residents and participating restaurants;

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 authorize and obligates local matching funds of the minimum 25% of the total of any grant funding awarded in the form of in-kind services or cash contribution hereby appropriated from the fund; and

BE IT FURTHER RESOLVED, that the Town of Seneca Falls, recognizes, and fully supports the submission of the Municipal Food Scraps Recycling Initiatives Funding Application.

Motion by:

**RESOLUTION TO AUTHORIZE THE FUNDING FOR THE TOWN OF
SENECA FALLS WATER METER PROJECT**

WHEREAS, the Town Board of Seneca Falls approved the application of a GIGP (Green Innovation Grant Program) and;

WHEREAS, the Town of Seneca Falls was awarded a \$1,285,000. GIGP Grant and;

WHEREAS, the Town Board approved Core Main to complete the project either at the total cost of \$2,094,960.00 or to reduce the scope of the project and;

WHEREAS, the Town Board approves utilizing the remaining ARAP (American Rescue Plan Act) balance of \$511,639.72 and \$298,320.28 from the Water Reserve Fund therefore;

RESOLVED, that the Town Board of Seneca Falls authorizes the Water Meter Replacement Project to be completed in its entirety and approves funding the balance of the project with ARAP funds and Water Reserve funds for a total of \$809,960.00.



TOWN OF SENECA FALLS

October 4, 2022

RESOLUTION TO ALLOCATE \$298,320.28 FROM THE WATER RESERVED FUND (F231) FOR THE TOWN WIDE WATER METER PROJECT

WHEREAS, The Seneca Falls Water Meter Project has been approved by the Town Board and,

WHEREAS, The Water Meter Project total cost is \$2,200,725.95

WHEREAS, The Town of Seneca Falls received GIGP Grant for \$1,285,500 and will be using \$511,639.72, from the remaining balance of (American Rescue Plan Act) ARPA Funds and,

WHEREAS, It is understood that approval of using Water Reserve Funds is subject to a permissive referendum and,

RESOLVED that the Town Board of Seneca Falls approves allocating \$298,320.28 from the Water Reserve Fund F231

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES
Councilman Churchill		
Councilwoman Dyson		
Councilwoman Laskoski		
Councilman Sinicropi		
Supervisor Ferrara		
Carried and Adopted		



TOWN OF SENECA FALLS

October 4, 2022

RESOLUTION INTRODUCING PROPOSED LOCAL LAW AND PROVIDING FOR PUBLIC HEARING

WHEREAS, the Town of Seneca Falls Town Board believes that it would be advantageous to the Town to override the tax levy limit imposed by General Municipal Law section 3-c; and

WHEREAS, subdivision 5 of General Municipal Law section 3-c expressly authorizes the Town Board to override the tax cap by the adoption of a local law approved by vote of sixty percent (60%) of the Town Board; and

NOW THEREFORE, BE IT RESOLVED, that proposed Local Law #____ - 2022 entitled "A Local Law to Override the Tax levy Limit Established in General Municipal Law 3-C" be the same is hereby introduced before the Town Board of the Town of Seneca falls, New York; and

BE IT FURTHER RESOLVED, that copies of the aforesaid proposed local law have been presented to each member of the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board will hold a public hearing on said proposed Local Law at the Town Municipal Building, 130 Ovid Street, Seneca Falls, New York at 6:00 p.m. on November 1, 2022; and

BE IT FURTHER RESOLVED, that the Town Clerk publish or cause to be published a notice of said public hearing in the official newspaper of the town at least five (5) days prior thereto; and

Upon adoption of the foregoing provision, the Clerk distribute copies of the aforesaid Local Law to each member of the Town Board.

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES
Councilman Churchill		
Councilwoman Dyson		
Councilwoman Laskoski		
Councilman Sinicropi		
Supervisor Ferrara		
Carried and Adopted		

TOWN OF SENECA FALLS

**Resolution for the application for funding from the
Justice Court Assistance Program (JCAP)**

WHEREAS, Town of Seneca Falls, Seneca County, supports the submission of a 2022-2023 Justice Court Assistance Program (JCAP) application on behalf of the Town of Seneca Falls Court; and

BE IT RESOLVED, the Board of the Town of Seneca Falls authorizes the Seneca Falls Town Court to apply for a JCAP grant in the 2022-2023 grant cycle up to \$30,000.

Motion by:

Seconded by:

Passed by the following vote of all Town Board Members voting in favor thereof:

Affirmative Town Board Members: [names]

Affirmative: #

Negative: #

Abstain: #

[Signature of Clerk]

[Official seal of the Town of Seneca Falls]



TOWN OF SENECA FALLS

October 4, 2022

RESOLUTION TO DECLARE AS SURPLUS 2014 INTERNATIONAL DURASTAR AND PLACED ON AUCTION INTERNATIONAL FOR SALE

WHEREAS, the Town Highway Supervisor has determined that the 2014 International Durastar 4300 has a blown engine and is disrepair and,

WHEREAS, the VIN # is 1HTMMAAR1EH096094 and has 21406 miles and is equipped with Henderson plow equipment now therefore,

RESOLVED, the Town Board of Seneca Falls has approved to declare surplus

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES
Councilman Churchill		
Councilwoman Dyson		
Councilwoman Laskoski		
Councilman Sinicropi		
Supervisor Ferrara		
Carried and Adopted		



TOWN OF SENECA FALLS

September 28, 2022

Approve the modification of the Employee Handbook to update Vacation Policy section 802

WHEREAS, the Town Board of Seneca Falls has expressed a desire to update the Town of Seneca Falls Employee Handbook to modify the employee vacation leave policy 802; and

WHEREAS the current policy does not afford new employees vacation leave time until January 1 of the year following the date of hire; and

WHEREAS the Town Board would like new employees to be granted vacation leave time during the year they are hired in a pro-rata basis;

THEREFORE, BE IT RESOLVED, the Town Board hereby accepts the proposal to change section 802 of the Employee Handbook to read as follows:

All employees covered by this policy shall be granted a paid vacation for each prior calendar year, or part thereof, in the succeeding calendar year.

Six Month Vacation Benefit:

A new employee hired between January 1st and May 31st of a calendar year may receive 37.5 hours or 40.0 hours of vacation after six months of employment in accordance with their normal work week. This clause does not prohibit an employee from also accruing vacation time in accordance with any other vacation clause.

Pro-Rata Vacation:

New employees hired after January 1, 2023 shall be granted a pro-rata vacation benefit to be taken in the calendar year beginning January 1 following their date of hire in accordance with the following schedule:

Employees Hired In:	37.5 Hours per week	40.00 Hours per week
January	82.50 hours	88.00 hours
February	74.00 hours	79.50 hours
March	66.00 hours	70.00 hours
April	57.50 hours	61.50 hours
May	57.50 hours	61.50 hours
June	50.00 hours	53.00 hours
July	41.00 hours	44.00 hours
August	37.50 hours	40.00 hours

September	37.50 hours	40.00 hours
October	37.50 hours	40.00 hours
November	37.50 hours	40.00 hours
December	37.50 hours	40.00 hours

Additional Vacation Benefits:

Employees shall be eligible to take the vacation benefits during the calendar year beginning the second January following their date of hire. Employees who become eligible for the additional vacation benefits based upon years of service shall have the additional vacation benefits credited for usage on January 1 of the year in which the employee's anniversary date occurs.

Every year after, a full-time employee will be credited with paid vacation leave on January 1 in accordance with the vacation schedule below.

After Completion Of	Vacation Leave
One to four years of continuous service	Ten working days
Five to fourteen years of continuous service	Fifteen working days
Fifteen or more years of continuous service	Twenty working days

A part-time employee may be eligible for paid vacation leave under the provisions of Section 803. A temporary or seasonal employee is not eligible for paid vacation leave but may be allowed to take time off without pay provided the employee has prior approval from the Department Head.

An employee may take vacation leave only after it has been credited. The extra five days of vacation earned on the employee's fifth and fifteenth anniversary years shall be credited on the employee's anniversary date.

Continuous Service – Continuous Service shall mean uninterrupted service as a full-time employee. An authorized leave of absence without pay, or a resignation followed by reinstatement within one year following such resignation, shall not constitute an interruption of continuous service. Vacation is earned only for monthly pay periods during which an employee is in full pay status for at least fifteen working days during such monthly pay period.

Scheduling – An employee must receive prior approval from the employee's Department Head to take vacation leave. Vacation leave credits may not be used in increments of less than one-half day. The Department Head will have total discretion in the approval of vacation leave. During the summer and fall months when the work week for the Highway Department is ten hours per day, four days per week (forty hours per week), a vacation day for Highway employees is considered ten hours of vacation time.

Accumulation – An employee may not accumulate vacation leave credits. Any vacation leave credits remaining unused at the end of the last business day of the calendar year shall be cancelled unless authorized by the Town Supervisor, and shall be limited to five working days.

Holiday During Scheduled Vacation – In the event a designated holiday occurs on an employee’s normal workday and the employee is on paid vacation, the employee will receive holiday pay for the day and the employee’s vacation leave credits will not be charged for that day.

Separation of Employment – An employee who resigns, retires or is laid off will receive cash payment for unused vacation leave to which the employee is properly entitled at the employee’s then current rate of pay. To be eligible to receive this payment, an employee who is to resign or retire must give written notice at least two weeks in advance of the last day of employment. In the event an employee leaves employment due to disciplinary action, the employee will not receive a settlement for unused vacation leave. In cases of death of an employee, the Town will pay the employee’s designated beneficiary for any unused vacation leave.

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES
Councilman Churchill		
Councilwoman Dyson		
Councilwoman Laskoski		
Councilman Sinieropi		
Supervisor Ferrara		
Carried and Adopted		



Water/Sewer Department
TOWN OF SENECA FALLS

130 OVID STREET
SENECA FALLS, NY 13148

315-568-8013 ext. 5
www.senecafalls.com

24 September, 2022

Resolution: Install water service

WHEREAS, the Town Board realizes a need for a water service to be installed at property next to the Bridgeport Cemetery due to a leak.

And WHEREAS, the Water/Sewer Department received 2 bids for the boring of a line from next to the fence at the cemetery to the property on Lake Rd spur below the cemetery. D.C. Rauscher inc. in Waterloo was the low bidder at \$3,500.00

NOW, THEREFORE, BE IT RESOLVED that the Town of Seneca Falls Town Board does hereby authorize the install of said line by D.C. Rauscher inc. for \$3,500.00



Water/Sewer Department
TOWN OF SENECA FALLS

130 OVID STREET
SENECA FALLS, NY 13148

315-568-8013 ext. 5
www.senecafalls.com

22 September, 2022
Resolution: purchase parts
Budgeted item

WHEREAS, the Town Board realizes a need for parts in the Water main repair parts and materials for services

And WHEREAS, the Water/Sewer Department received 2 bids for these parts with FW Webb Company in Rochester being the low bidder at \$19,707.33

NOW, THEREFORE, BE IT RESOLVED that the Town of Seneca Falls Town Board does hereby authorize the purchase of these parts from F.W. Webb for \$ 19,707.33

Resolutions – Parks & Recreation
Replacing Water Fountain
Seneca Falls Town Board Meeting
October 4, 2022

Replace Drinking Fountain

WHEREAS, the water fountain at the Community Center has been leaking and is beyond repair; and

WHEREAS, in line item CR7020.202 "Drinking Fountain" there are budgeted funds of \$5,000 available to replace drinking fountain; and

THERE FOR Be it resolved that the Recreation Director is authorized to replace broken drinking fountain at a cost not to exceed \$4,500.

Resolution
Town of Seneca Falls Parks & Recreation
Resolution to Hire a Cleaner/Groundskeeper
Seneca Falls Town Board Meeting
October 4, 2022

October 4, 2022

WHEREAS, there is a position open for Cleaner/Groundskeeper in the Parks & Recreation Budget; and

WHEREAS, the Town of Seneca Falls Town Board approved filling of the vacant full-time position at the September 6th Town Board Meeting; and

WHEREAS, 4 persons were interviewed; and

WHEREAS, the best applicant for the position is to be offered the position at \$19.50 per hour.

NOW, THEREFORE, BE IT RESOLVED, that the Seneca Falls Town Board approve the hiring of Mike Anderson at \$19.50 per hour with no additional costs to the Parks & Recreation Budget.

Resolutions – Parks & Recreation
Parks & Recreation Roof Repair
Seneca Falls Town Board Meeting
October 4, 2022

WHEREAS, the Community Center still has leaks in the roof in locations other than the gym; and

WHEREAS, Upstate Roofing and Painting has located causes of the leaks; and

WHEREAS, it is necessary to get the repairs complete prior to snow falling; and

WHEREAS, there is \$2,140 left in roof repair account #CR7140.210; and

WHEREAS, an additional \$4,410 could be transferred from account #A7110.415 to account #CR7140.210,

THEREFORE, BE IT RESOLVED that the Town Board authorize transfer of funds in the amount of \$4,410 from A7110.415 to CR7140.210 and authorize the repair of current leaks.

Resolutions – Parks & Recreation
Vince's Park Epoxy Floor Installation
Seneca Falls Town Board Meeting
October 4, 2022

WHEREAS, the Pool House at Vince's Park has carpet in the lifeguard room & office area; and

WHEREAS, the carpeted rooms retain moisture and mold; and

WHEREAS, account code CR2-7180.204 "Resurface Pool House Floor" has budgeted funds available of \$4,000; and

THEREFORE, BE IT RESOLVED that the Town Board authorize Shuttleworth to resurface the remaining Vince's Park Pool House rooms to be resurfaced with epoxy flooring in the amount not to exceed \$4,000.

Seneca Falls Town Court

130 Ovid Street
Seneca Falls, NY 13148

Laverne C. Lafler Jr.
Steven M. Kelley
Town Justices

Phone: (315) 568-9243
Fax: (315) 568-5870

Friday, September 30, 2022

Resolution to move money from equipment
line item to the interpreter line item

WHEREAS, the Seneca Falls Town Court had budgeted for \$2,000.00 in Interpreter expenses, expense line A1110.404 and \$1,800.00 in the Equipment expense line item A1110.200 in the 2022 budget; and

WHEREAS, the total cost exhausted for Interpreter expenses to date are \$1,927.10 and no monies have been spent out of the Equipment budget leaving a surplus of \$1,800.00; now, therefore, be it

RESOLVED, that the Town Board approve the transfer of funds in the amount of \$800.00 from the Equipment expense line A1110.200 to the Interpreter expense line A1110.404.