



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.

REGULAR MEETING

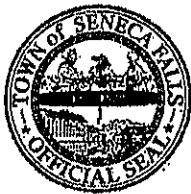
February 7, 2023

1. PUBLIC HEARING – PROPOSED LOCAL LAW #1 – ALTERNATE MEMBERS OF BOARDS
2. REGULAR MEETING
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Open Bids – Heavy Equipment Rental
 - D. Open Bids – Tree/Stump Removal
 - E. Petitioners
 - F. Privilege of the Floor
3. APPROVAL OF MINUTES
 - A. Reorganizational & Regular Monthly Meeting – January 3, 2023
 - B. Public Hearing/Special Meeting – January 20, 2023
4. COMMUNICATIONS
5. OLD BUSINESS
 - A. Sale of Town Property
6. NEW BUSINESS
 - A. Approval of Special Events
 - B. Proposed Local Law #1 – Alternate Members of Planning, ZBA & HPC Boards
 - C. Bids – Annual Heavy Equipment Rental
 - D. Bids – Annual Tree/Stump Removal
 - E. Planning Board – Appoint B&L Engineers for Green Spark Solar Project
 - F. Appoint Town Auditors

- G. W/S Resolution – Purchase F550 Cab and Chassis
- H. W/S Resolution – Purchase Utility Box and Crane
- I. W/S Resolution – Authorize Operator Trainee to Attend Wastewater Operator Training
- J. W/S Resolution – Purchase Spare Pump for E. Bayard Street Pump Station
- K. W/S Resolution – Purchase Fire Hydrants
- L. WTP Resolution – Purchase UV Reactor Parts
- M. W/S Resolution – Authorize Maintainer to Attend Driver CDL Training
- N. Resolution – Authorize Judge Kelley to Attend Continuing Judicial Education Training Program
- O. Adopt Seneca County Hazard Mitigation Plan
- P. Resolution – Grant Administrator for Local Waterfront Revitalization Program Grant
- Q. Resolution – Modification of Mobile Home Park Fee Schedule
- R. Highway Resolution – Promotion to MEO Heavy Mechanic
- S. Highway Resolution – Promotion from MEO Light to MEO
- T. Waive 30-Day Notice Period – Application of Liquor License
- U. Resolution – Purchase Software License to Track Short Term Rental Property Usage
- V. Resolution – Purchase Software Subscription – Record and Transmit Town Employees Work and Leave Time to Automated Payroll System.
- W. Zoning Resolution – Declare Copier Surplus
- X. SFPD Resolution – Backfill 2 Vacant Full Time Police Officer Positions
- Y. SFPD Resolution – Purchase Desktop Computer
- Z. SFPD Resolution – Declare 2015 Dodge Charger Surplus
- AA..SFPD Resolution – Authorize Sgt. Poole to Attend School Safety Conference
- BB..SFPD Resolution – Approve Agreement Between Enterprise & Town for Lease of Auto
- CC..Any Other New Business
- DD.Water/Sewer/Pool/ Credits
- EE.Executive Session

7. PAYMENT OF BILLS

8. SPECIAL ORDER OF THE DAY



Water & Sewer Department
TOWN OF SENECA FALLS

DATE 6 February,2023

Purchase F550 Cab and Chassis

Budgeted Item

WHEREAS, The Department has budgeted for purchasing a new truck

WHEREAS, the department has a bid from Autosaver group in Comstock NY under NYS Bid Ref # 05189N, group #23166, Award# 1379 for \$53,945.00

NOW THEREFORE, BE IT RESOLVED, The Town board Authorizes the purchase of the F550 cab and chassis from Autosaver group in Comstock NY for \$53,945.00

Motioned by _____ Seconded by _____

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



Water & Sewer Department
TOWN OF SENECA FALLS

DATE 6 February, 2023

Purchase Utility box and crane

Budgeted Item

WHEREAS, The Department has budgeted for purchasing a new truck

WHEREAS, the department has a bid from MDI in Auburn for a Utility body and crane for the F550 under NY State bid piggy back ONGOV-106-19 Ref 7974 for \$43,341.00

NOW THEREFORE, BE IT RESOLVED, The Town board Authorizes the purchase of the Utility body and crane from MDI in Auburn NY for \$43,341.00

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

DATE 6 Feb,2023

Budgeted Item

WHEREAS, The Town Board realizes the need to send Operator Trainee Ed Thurston to required Wastewater Operator training

AND WHEREAS, the appropriate 2 courses are March 27 – 31,2023 and July 10 – 21,2023 at SUNY Morrisville. The total cost for those registrations is \$ 1,550.00

NOW THEREFORE, BE IT RESOLVED, The Town board authorizes sending Ed Thurston to those Courses at SUNY Morrisville NY March 27-31 and July 10 – 21,2023. Cost of registration (budgeted for) is \$1,550.00 plus per diem and mileage to be calculated upon return from those courses.

Motioned by _____ Seconded by _____

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



Water & Sewer Department
TOWN OF SENECA FALLS

DATE 6 Feb,2023

Budgeted Item

WHEREAS, there is a need for a spare pump at the East Bayard pump station

AND WHEREAS, Shrier Martin Process Equipment is the sole source (letter attached) for this pump

NOW THEREFORE, BE IT RESOLVED, The Town board authorizes purchasing a spare pump for the East Bayard pump station from Shier Martin Process Equipment for \$8,526.00

Motioned by _____ Seconded by _____

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



Water & Sewer Department
TOWN OF SENECA FALLS

DATE 6 Feb, 2023

Budgeted Item

WHEREAS, we solicited 3 vendors for purchasing fire hydrants and parts

AND WHEREAS, we received 2 bids and a letter from the 3rd vendor stating they could not supply the hydrants needed. F.w. Web Company was the low bidder.

NOW THEREFORE, BE IT RESOLVED, The Town board authorizes purchasing 4 Kennedy hydrants, valves and fittings from F.W. Web Company for a total of \$19,221.44

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

February 6, 2023

Promoting To

Hiring of Highway Department MEO Heavy Mechanic

WHEREAS, The Town of Seneca Falls Highway Department has a vacancy for MEO Heavy Mechanic a result a retirement.; and

WHEREAS, The Town of Seneca Falls Highway Department has qualified candidate on staff.;

NOW THEREFORE, BE IT RESOLVED, Town of Seneca Falls will promote James Duffy Jr. to the position of MEO Heavy Mechanic effective immediately. His salary will increase to \$26.00/ hour from his current rate of \$23.10y.

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

February 6, 2023

Promotion of Highway Department MEO Light to MEO.

WHEREAS, The Town of Seneca Falls Highway Department is in need of qualified equipment operators and;

WHEREAS, The Town of Seneca Falls Highway Department recognizes skill and dedicated employees;

NOW THEREFORE, BE IT RESOLVED, Town of Seneca Falls will promote Shawn Van Gee to the position of MEO. His salary will increase from \$21.53 to \$22.00.

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

February 6, 2023

Purchase of software license to track short term rental property usage

WHEREAS, The Town of Seneca Falls has passed a local law imposing regulations on short term rental properties; and

WHEREAS, The Town of Seneca Falls Code Enforcement Office is required to track and regulate the activities of short term rentals in the Town.; and

WHEREAS, The Granicus Corporation provides an automated tracking system to assist in identifying short term rental properties.; and

WHEREAS, This product will likely generate more than \$15,000 per year in revenue from annual license fees.

NOW THEREFORE, BE IT RESOLVED, that the Town of Seneca Falls shall purchase a single year subscription to the Granicus Short Term Rental Address Identification service for \$5,522.40.

NOW THEREFORE, BE IT FURTHER RESOLVED, The Town of Seneca Falls shall use funds from the Account A1680.400 to purchase this one year subscription.

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

February 6, 2023

Purchase of software subscription to record and transmit the hours worked for Town employees to an automated payroll system

WHEREAS, The Town of Seneca Falls currently employs manual, paper driven time and attendance recording.; and

WHEREAS, these records are created and delivered from multiple physical locations to the finance office.; and

WHEREAS, Each department has developed different methods of tracking employees work and leave time.; and

WHEREAS, This practice requires at least 15 person hours of effort each payroll period costing the Town approximately \$400 per payroll period.

WHEREAS, The Town's current payroll services provider, Complete Payroll, has a service called Time Works Plus that will address that will significantly reduce the time on task by supervisors and personnel and improve information flow and accuracy.

NOW THEREFORE, BE IT RESOLVED that the Town of Seneca Falls shall purchase the monthly service "Time Works Plus" from the Town's current payroll services provider, Complete Payroll, for a fee of \$17.90 for the first five employees and \$3.58 per employee above five for an average cost of \$195 per month.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Town of Seneca Falls shall use funds from the Account A1010.417 to purchase this one-year subscription.

Motioned by _____ Seconded by _____

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



Office of Zoning & Code Enforcement
TOWN OF SENECA FALLS

February 7, 2023

Budgeted Item

RESOLUTION DECLARING PHOTOCOPIER SURPLUS

WHEREAS, the below-described property is no longer necessary, useful or suitable for municipal purposes; and

WHEREAS, the Town of Seneca Falls Zoning department would like to surplus a photo copier that was given by the Town Court office; and

WHEREAS, this item is no longer working properly, is no longer under a maintenance contract and is 8+ yrs old; and

NOW, THEREFORE, BE IT RESOLVED that the following property be declared surplus and disposed of according to state statutes, including disposal, sale or trade-in on new equipment:

- Canon Image runner 3225 printer/copier/scanner

BE IT FURTHER RESOLVED, that the Town of Seneca Falls Town Board authorize the disposal of this surplus item.

Motioned by _____

Seconded by _____

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



Timothy A. Snyder
Chief of Police

TOWN OF SENECA FALLS POLICE DEPARTMENT

Seneca Falls Municipal Building
130 Ovid Street, Suite 101
Seneca Falls, New York 13148

Emergency Dial 911

February 7, 2023

RESOLUTION:

WHEREAS, during the January 3, 2023, regularly scheduled Town Board Meeting, the Town Board approved the resignation of Sergeant Eric Davids.

WHEREAS, since the January 3rd board meeting, the Seneca Falls Police Department has been actively recruiting, interviewing, and conducting background investigations for the vacant Police Officer position.

WHEREAS, upon completion of the hiring process, it is the recommendation of the Police Chief, Public Safety Committee, and Personnel Committee to backfill this vacant position with Humberto Flores.

THEREFORE, BE IT RESOLVED, that the Town Board accept backfilling the vacant full-time Police Officer position with Humberto J. Flores III at the contractual hourly rate of \$24.71 and to authorize the tuition amount of \$4,000 to be paid to the Finger Lakes Law Enforcement Police Academy. The funds are budgeted and will come out of A3120.408 Education.

Police Recruit Flores will begin work on March 6, 2023 at the Finger Lakes Law Enforcement Police Academy, and is anticipated to graduate and begin field training at the Seneca Falls Police Department in October 11, 2023.



Timothy A. Snyder
Chief of Police

TOWN OF SENECA FALLS POLICE DEPARTMENT

Seneca Falls Municipal Building
130 Ovid Street, Suite 101
Seneca Falls, New York 13148

Emergency Dial 911

February 7, 2023

RESOLUTION:

WHEREAS, the Police Department seeks approval of the Town Board to purchase a new desktop computer for the clerk's office.

WHEREAS, it is the recommendation of the Seneca County IT department to replace the aging desktop.

THEREFORE, BE IT RESOLVED, that the town board authorize the Chief of Police to purchase a Lenovo ThinkCentre and LED monitors for the Clerk's office within the Police Department, in the amount of \$1,159.65

THEREFORE, BE IT FURTHER RESOLVED, that the new desktop shall be purchased with budgeted funds from A3120.400 - Equipment.



Stuart W. Peenstra
Chief of Police

TOWN OF SENECA FALLS POLICE DEPARTMENT

Seneca Falls Municipal Building

130 Ovid Street

Seneca Falls, New York 13148

Emergency Dial 911

02/07/2023

MOTION

I, hereby make a motion to declare the following item surplus for the Seneca Falls Police Department:

1. 2015 Dodge Charger – 62264 miles

Monies received from the sale of the vehicle through Auctions International will go into the Police Departments surplus "Vehicle and Equipment Reserve Fund".



TOWN OF SENECA FALLS POLICE DEPARTMENT

DEPARTMENT MEMORANDUM

Timothy A. Snyder
Chief of Police

02/07/2023

RESOLUTION:

WHEREAS, it has been requested by Sergeant Michael Poole to attend the 2023 CPASS School Safety Conference, held on February 19-23, 2023, in Saratoga Springs, NY.

WHEREAS, Chief Snyder feels that it will benefit the Town and the Seneca Falls Central School District for Sergeant Poole to attend this premier training conference covering School Safety.

THEREFORE, BE IT RESOLVED, that the Town Board pay Sergeant Poole a total cost of \$304.00 to be paid from line item A3120.408 Education for meals & incidental expenses.

Therefore, be it further resolved, that Sergeant Poole receive his meals and incidental expense based on the US General Services Administration (GSA) and the Internal Revenue Service (IRS) prior to the start of the conference.



Timothy A. Snyder
Chief of Police

TOWN OF SENECA FALLS POLICE DEPARTMENT

Seneca Falls Municipal Building
130 Ovid Street, Suite 101
Seneca Falls, New York 13148
Emergency Dial 911

RESOLUTION:

FEBRUARY 7, 2023

WHEREAS, the Police Department seeks approval from the Town Board to authorize Enterprise Fleet Management to order one 2022 budget approved vehicle.

WHEREAS, the one unmarked vehicle will replace one current unmarked unit that has met its life expectancy and is too bring the most cost-effective return once approved for surplus.

WHEREAS, the agreement between Enterprise and the Town of Seneca Falls will be a lease of one vehicle and does not require initial vehicle payment until the vehicle is received. Once ordered from the Ford dealer, the estimated arrival for this vehicle is two weeks.

THEREFORE, BE IT RESOLVED, that the Seneca Falls Police Department sign an agreement with Enterprise to order one unmarked 2022 Ford Explorer XLT vehicle to replace one aging unmarked vehicle currently in the fleet.



Water & Sewer Department
TOWN OF SENECA FALLS

DATE 1/20/2023

**Purchase UV Reactor Parts
Water Treatment Plant**

Budgeted Item

WHEREAS, the water treatment plant utilizes ultraviolet light as its primary source of disinfection; and

WHEREAS, said reactors require annual maintenance, and lamp replacement;

NOW THEREFORE, BE IT RESOLVED, that the town board approve purchasing replacement parts from sole source provider Trojan Technologies for \$6,942.50.

Motioned by _____ Seconded by _____

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



Water & Sewer Department
TOWN OF SENECA FALLS

DATE 6 Feb,2023

Driver CDL Training Joe McLane

Budgeted Item

WHEREAS, The Town Board realizes the need to send Maintainer Joseph McLane to driver training school "under the Federal Motor Carrier Safety Administration for Entry Level Driver Training (FMCSA ELDT)" for his Class A CDL driver's license.

AND WHEREAS, the department received 2 estimates for the training both being the same cost of \$6,995.00

NOW THEREFORE, BE IT RESOLVED, the Town Board authorizes sending Joseph McLane to the required (FMCSA ELDT) training course at Canandaigua Driving School in Farmington NY for a cost of \$6,995.00

Motioned by _____ Seconded by _____

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

Seneca Falls Town Court

130 Ovid Street
Seneca Falls, NY 13148

Steven M. Kelley
Town Justice

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

Friday, January 27, 2023

Resolution to attend the 2023 Continuing Judicial Education Training Program in Schenectady, New York

WHEREAS, the Office of Justice Court Support will be hosting their annual conference from March 14th to March 15th in Schenectady, New York and is it required by New York State that each Town Justice obtain twelve (12) training credits yearly; and

WHEREAS, the total cost to attend this training, including registration, hotel, meals and mileage will not exceed \$550.00. Monies to attend this conference were budgeted for in the 2023 education expense line A1110.405; now, therefore, be it

RESOLVED, that the Town Board approve expenditures to allow Town Justice Steven Kelley to attend the 2023 Continuing Judicial Education Training Program in Schenectady, New York, at a cost not to exceed \$550.00.



Office of Zoning & Code Enforcement
TOWN OF SENECA FALLS

DATE: February 6, 2023

**RESOLUTION PROVIDING THE TOWN SUPERVISOR TO
AUTHORIZE MRB TO BE THE GRANT ADMINISRATOR FOR
LOCAL WATERFRONT REVITALIZATION PROGRAM GRANT**

Budgeted Item

WHEREAS, the Town of Seneca Falls has received a Local Waterfront Revitalization Program grant for \$58,875, and;

WHEREAS, MRB will coordinate with the Town on requirements to execute the Grant Agreement, and;

WHEREAS, MRB will work with the Town and Consultant to report on the development of the LWRP and coordinate MWBE Utilization Plan, provide status reports on a regular basis, and;

WHEREAS, MRB proposes an *hourly not to exceed amount* and now,

BE IT FURTHER RESOLVED, The Town Board of Seneca Falls authorizes the Town Supervisor to sign the engagement letter provided by the MRB Group for Grant Administration Services for the Local Waterfront Revitalization Program Grant for a cost not to exceed \$7,500.

Motioned by _____ Seconded by _____

TOWN BOARD	AYES	NAYES
Councilman Churchill		
Councilwoman Dyson		
Councilwoman Laskoski		
Councilman Sinicropi		



Office of Zoning & Code Enforcement
TOWN OF SENECA FALLS

February 7, 2023

Budgeted Item

**MODIFICATION to the MOBILE HOME PARK FEE SCHEDULE
 within the TOWN FEE SCHEDULE**

WHEREAS, the Town of Seneca Falls Zoning department created an application for Annual Renewal of Permit to Operate at Mobile Home Parks as outlined in §300-62 (D) of the Town Code and such application will take the place of a letter drafted by the Town Clerk; and

WHEREAS, with the addition of this application the Zoning department has proposed updates and additions to the current Mobile Home Parks, Trailer Parks or Tourist Camp License fee schedule and denoted as 'Proposed Amount' in the table below as allowed by §300-62 (D); and

CURRENT MOBILE HOME PARKS, TRAILER PARKS OR TOURIST CAMP LICENSE		PROPOSED MOBILE HOME PARKS, TRAILER PARKS OR TOURIST CAMP LICENSE	
PARK CAPACITY	CURRENT AMOUNT	PARK CAPACITY	PROPOSED AMOUNT
ONE FAMILY UNITS		ONE FAMILY UNITS	
No more than 5	\$ 50	1 to 10	\$ 100
No more than 10	\$ 100	11 to 20	\$ 200
No more than 15	\$ 150	21 to 50	\$ 300
More than 20 but not more than 50	\$ 400	Over 50	\$ 500 plus \$ 10 per unit over 50 units

BE IT FURTHER RESOLVED, that the Town of Seneca Falls Town Board approve the proposed modification of the Permit Fees associated with the Annual Renewal of Permit to Operate a Mobile Home Park, Trailer Park or Tourist Camp license and that these changes be implemented in the Town Fee Schedule immediately upon approval.

Motioned by _____ Seconded by _____

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