

SENECA TOWN BOARD

MINUTES

Financial Workshop #1 | Monday, February 2nd, 2026

PRESENT	
ROSLYN GRAMMAR <i>Town Supervisor</i>	
JIM MALYJ <i>Town Councilman</i>	HALEY EAGLEY <i>Town Clerk</i>
JASON MOSHER <i>Town Councilman</i>	SHANA JO HILTON <i>Town Assessor</i>
JESSE ORBAKER <i>Town Councilman</i>	DEB WRIGHT <i>Town Bookkeeper</i>
KAREN MOON <i>Town Councilwoman</i>	KATE SILVERSTRIM-JENSEN <i>Past Town Clerk/ Town Resident</i>

Supervisor Grammar called the meeting to order at 5:30 pm and led the pledge of allegiance. The first Financial Workshop of the Town of Seneca, held by the Seneca Town Board, Ontario County, State of New York was held at 3675 Flint Rd., Stanley, NY 14561 on February 2nd, 2026, at 5:30 pm.

Supervisor Grammar led the Pledge of Allegiance and roll call was dispensed as everyone in attendance was already acquainted. Supervisor Grammar looked for a motion to approve the agenda. The motion was made by Councilman Malyj and Seconded by Councilman Mosher. The motion carried.

FINANCIAL WORKSHOP #1

Supervisor Grammar started by offering her idea of the general format of these meetings. She provided as much historical data as she could gather to the Board Members in a binder. Some topics that Supervisor Grammar wanted to go over were:

- What we have already put into place
- What we need to put into place
- Review everything
- Changes & Updates (if needed)
- Expectations moving forward
 - Each meeting would have a specific agenda/topic
 - How we want to build on long-term planning & capital improvements

She wanted to let the discussions lead to how these meetings go and then we can adjust as needed.

In the binders that Supervisor Grammar provided, she put everything in the order of the agenda with everything that we have done historically. The first section was the current policy and plans that we have. This section consisted of resolutions that the Town has approved over the years, as well as policies. She provided spreadsheets for various fund-balances and reserves. From there, the books lead into the historical and current landscape and the finances that we have; adding that there is also a comparison to Yates County as well. The final document in the binders was a spreadsheet that was created under Supervisor Sheppard. This spreadsheet projected the long-term plan for funds such as water, sewer, buildings & grounds, and highway equipment reserve. This spreadsheet needs to be updated, and Supervisor Grammar will work on that for Future Workshops.

From there, Supervisor Grammar went over the following:

- Reviewed policies that are already in place.
 - Fund Balance Policy

SENECA TOWN BOARD

MINUTES

Financial Workshop #1 | Monday, February 2nd, 2026

- Who is allowed to make necessary accounting entries
- Establishment of
 - Water Repair Reserve
 - Equipment Reserve Fund
 - Tax Stabilization Fund
 - Revenue Recovery Reserve
 - Miscellaneous Reserve Fund
 - Capital Reserve Fund for Town Buildings

Councilman Mosher and Councilwoman Moon were curious to know what the rules were on funding these and at what levels. Councilwoman Moon noted that the comptroller has guidelines when you set up reserves and sometimes, they require a maximum. Mrs. Silverstrim-Jensen noted that having a stable and consistent fund balance is best and not having it go up and down.

The Board discussed options on how to move forward; whether they wanted to change the policy now and add a goal (i.e. this fund balance should have 25% of the operating budget available) or work toward figuring out an end goal now and move backwards (changing the policy to reflect the decided goal later).

Moving Forward, Supervisor Grammar stated that she would gather information to update the spreadsheet that was left behind by Supervisor Sheppard (it hasn't been updated with hard numbers, just projections, since 2014).

Other topics for future Financial Workshops are:

- The Transfer Station
- Grants (county, state, and federal)
- Capital Improvements Policy and Plan Reviews- which we sort of covered at this workshop but can go into further detail with assistance from the county.
- The Water Department- which could be multiple workshops depending on how we want to break up the topics.
- The Highway Department

Mrs. Silverstrim-Jensen wanted to add that bringing the long-term plan up to speed and showing that we are addressing things and making intentions clear with things going forward is what makes you rise above other candidates for grants. This shows that you've done the research and planning and that we are not just asking for money that we might use. Also adding that being specific information (i.e. we have *this* exact hole in our budget right here where this culvert needs to be done) will put us above other candidates. Councilman Malyj added that grant sources really like when multiple towns come together and request funding. There's a better chance of being funded when you have multiple municipalities involved.

The Board liked the idea of moving forward by updating the spreadsheet as much as possible for the next Workshop and then wrapping the other department heads in as workshops continue. The Board decided on the next Workshop being on March 9th at 5:00 pm.

With nothing left to be said, Supervisor Grammar looked for a motion to adjourn Financial Workshop #1. Councilman Mosher made the motion that was seconded by Councilwoman Moon. The meeting was officially adjourned at 6:32 pm.

Respectfully Submitted,
Haley Eagley, Town Clerk