AGENDA

SENECA TOWN BOARD

Regular Meeting | Tuesday, August 18th 2026 | 7:30 pm

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Supervisor's Report
    a. Budget Timeline
    b. Budget Workshop Date- October 14th at 4:00 pm
6. Approve the Minutes
    a. July 21st- Regular Meeting
7. Communications
    a. Rural Resources
    b. Thank You Letter from Town of Victor to our Highway Department
    c. Talk of the Towns July/August 2026 Edition
    d. The Inside Dirt: August 2026
    e. Ontario County Office for the Aging Community Connections
    f. Ontario County Soil & Water District Newsletter
8. Department Reports
    a. Casella
    b. Highway
    c. Water
    d. CEO
    e. Assessor
    f. Town Clerk
    g. Historian
9. Accept Supervisor, Town Clerk, and CEO Reports
10. Warrants
    a. **Resolution #54-26:** 2026 Warrants
11. New Business
    a. **Resolution #55-26:** Resolution Authorizing the Purchase and Implementation of the Edmunds Municipal Management System
    b. **Resolution #56-26:** Award Independent External Audit Project for 2025 Town Books
    c. **Resolution #57-26:** Approve Budget Amendment
12. Old Business
13. Privilege of the Floor
14. Executive Session
    a. Discussion regarding proposed, pending, or current litigation
15. Adjournment

Resolution # 53-26

Authorization to Pay the 2026 Audited Vouchers

WHEREAS, the Town of Seneca Town Board must authorize payment of bills within the Town each month; and

WHEREAS, prior to authorizing, the Town Board will present claim numbers and the amount to be paid for each department; and now, therefore

BE IT RESOLVED, the Town Board of the Town of Seneca hereby authorizes payment of the July 2026 bills as presented.

Resolution # 55-26

Resolution Authorizing the Purchase and Implementation of the Edmunds GovTech Municipal Management System

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WHEREAS, the Town Clerk, Bookkeeper, and Town Supervisor conducted demonstrations and evaluations of four municipal management software systems to determine which system would best meet the operational and administrative needs of the Town; and

WHEREAS, the Town is currently utilizing the **Code Enforcement** portion of the Edmunds GovTech system within its Code Enforcement Office, providing the Town with existing experience and familiarity with the system; and

WHEREAS, following the demonstrations and evaluation of the available systems, the Town Clerk, Bookkeeper, and Town Supervisor determined that **Edmunds GovTech** appears to be the best fit for the Town's municipal management needs; and

WHEREAS, the proposed Edmunds GovTech system was presented at the Town's most recent Financial Workshop for review and discussion; and

WHEREAS, the Town Clerk, Bookkeeper, and Town Supervisor recommend that the Town proceed with Edmunds GovTech as its new Municipal Management System; and

WHEREAS, the proposed system will provide the Town with integrated software and services, including:

- Electronic Requisitions
- Employee Self-Service
- Finance Super Suite/Dashboard
- Human Resources
- Online Bill Pay for:
    - Tax
    - Utility
    - Parks & Recreation
- Parks & Recreation Facilities
- Payroll
- Real Property Tax Billing
- Utility Billing and Collections
- Work Orders; and

WHEREAS, the Edmunds GovTech system will be utilized by multiple Town departments, including the **Highway Department, Water Department, and Town offices**, providing a seamless integration of information and processes between departments and reducing the need for separate, disconnected systems; and

WHEREAS, the integration of the system across departments will allow for improved communication, coordination, accessibility of information, and efficiency in the Town's day-to-day operations and municipal services; and

WHEREAS, the implementation and conversion to the expanded Edmunds GovTech system is anticipated to take approximately twelve (12) to eighteen (18) months; and

WHEREAS, the total cost of the Edmunds GovTech system and implementation is **$86,605.00**, with an initial payment of **$62,355.00** due in 2026, a payment of **$12,125.00** due sixty (60) days after execution of the contract, and a final payment of **$12,125.00** due sixty (60) days after all systems have gone live; and

WHEREAS, the Town Board has reviewed the recommendation and finds that implementation of Edmunds GovTech will improve the efficiency, integration, and accessibility of the Town's municipal administrative, financial, billing, payroll, human resources, code enforcement, and operational functions; and

WHEREAS, expanding the use of a system already utilized by the Town's Code Enforcement Office will provide continuity and familiarity while allowing the Town to integrate additional departments and municipal functions into one comprehensive management system;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby approves the purchase and implementation of **Edmunds GovTech** as the Town's Municipal Management System for a total cost not to exceed **$86,605.00**; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute the necessary contract, agreements, and related documents with Edmunds GovTech on behalf of the Town; and

BE IT FURTHER RESOLVED, that the Town Board authorizes payment according to the agreed-upon payment schedule, including the initial payment of **$62,355.00** in 2026, the second payment of **$12,125.00** sixty (60) days after contract execution, and the final payment of **$12,125.00** sixty (60) days after all systems have gone live, for a total expenditure of **$86,605.00**; and

BE IT FURTHER RESOLVED, that the appropriate Town officials are authorized to take all necessary actions to implement this resolution and facilitate the successful conversion and integration of the Town's departments into the Edmunds GovTech system.

Resolution # 56-26

Award Independent External Audit Project for 2025 Town Books

WHEREAS, the Town of Seneca routinely hires independent financial audits to review various department's accounting and record keeping practices ; and

WHEREAS, the Town Supervisor has been chosen for the Town's financial audit for the Calendar Year of 2025; and

WHEREAS, per the Town of Seneca Procurement Policy, the Supervisor secured two quotes to complete this project; and

WHEREAS, it is the recommendation of Supervisor Grammar to award the quote to Allied CPAs, PC out of Rochester, NY for an amount not to exceed $15,675.00 ; and

BE IT RESOLVED, the Town Board of the Town of Seneca hereby accepts the recommended quotes and awards the project to Allied CPAs, PC.

Resolution # 57-26

Approve Budget Amendment

WHEREAS, the Town of Seneca Town Board adopted the annual budget for Fiscal Year 2026 on November 18, 2025; and

WHEREAS, as a direct result of the Adopted New York State Budget, the allocation for Consolidated Local Street and Highway Improvement Program (CHIPS) has increased; and

WHEREAS, the Town of Seneca has reviewed the proposed amendment and finds it to be in the best interest of the public; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Seneca Approves the appropriations and expenditures in this budget adjustment.

BE IT FURTHER RESOLVED, by the Seneca Town Board, the following specific changes to the budget are approved:

- **INCREASE** the revenue and expense for the Highway Department- CHIPS Fund by $27,036.77 for the above-specified reason.