SENECA TOWN BOARD

Financial Workshop #4 | July 29th, 2026

ROSLYN GRAMMAR *Town Supervisor*	**HALEY EAGLEY** *Town Clerk*
JIM MALYJ *Councilman*	**DEB WRIGHT** *Bookkeeper*
JASON MOSHER *Councilman*	**SHANA JO HILTON** *Assessor*
JESSE ORBAKER *Councilman*	**PATRICK KING** *Highway Superintendent*
KAREN MOON *Councilwoman*	**BRIAN PRATER** *Deputy Highway Superintendent*
JERRY HOOVER *Code Enforcement Officer*	

Financial Workshop #4 of the Town of Seneca was held on July 29th, 2026, at 2:00 pm at the Town Hall, 3675 Flint Rd., Stanley, NY 14561.

Supervisor Grammar explained that Highway Superintendent King brought in a packet of information for all of them and that we would start with him. Also noting that there were a couple of other pieces of information that we would get to later in the meeting.

Supervisor Grammar handed the floor over to Mr. King and he started by explaining that there are currently 7 gentlemen in the Highway Department. They cover all of the following emergencies: snow, ice, flooding, high winds, falling trees, roadway washouts, and generally any man-made or natural disaster. They're always ready and willing to jump at any time of day and in any season. They're currently all full-time and they have 55 roads and 150 plus lane miles that they care for.

COUNTY CONTRACTS

They handle county contracts such as plowing and mowing the county roads- noting that the mowing contract with the county increased from $43.00 per hour to $75.00 per hour.

The snow removal contract is set- rate every year and there are some years they make money, some years they break even, and some years they lose money. Highway Superintendent King stated that he spoke up at one of the first Highway Superintendents meeting, saying that he was not satisfied with the rate the county was paying us to mow. He explained that he's not willing to mow all of the county's roads while taking a loss; however, the alternative was for them to mow

their own roads. The County looked into the contract rate and they realized that it was lower than it should have been, so they increased the rate.
Councilman Mosher asked if they had any idea how many hours they spend mowing county roads. Mr. King stated that he does have the number- but that it was sitting in his office, so he didn't know it off the top of his head. Councilman Mosher said that he's curious to see how that breaks down.

Councilwoman Moon asked about how often the contract with the plowing gets reviewed or approved. All county contracts get reviewed and approved annually. Highway Superintendent King stated that the plowing contract is a set rate per hour. Further explaining that we plow roughly 25 center-lane miles (which equates to roughly 50 lane-miles when plowing both sides of the road). The County pays the town $6,800 per center-lane mile.

CHIPS MONEY

Highway Superintendent King asked if everyone knew about CHIPS Money (Consolidated Local Street and Highway Improvement Program). Councilwoman Moon wanted to confirm that her understanding was correct in that once you use CHIPS Money for a road, you have to wait a certain set amount of years before you can re-do that road again with CHIPS Money. Highway Superintendent King stated that back in the day you'd CHIPS Seal (example) 10 roads and you'd submit for reimbursement saying "Multiple roads see list". Now, everything has to be documented "per-road" and they monitor this pretty strictly. If you do treatment on a road- they only want the tax-payer money to go towards a treatment that is going to last. While he understands that logic, they just CHIPS Sealed Flint Road last year and with as much traffic as that road sees, they cannot make that road last 10 years.

Supervisor Grammar asked Mr. King if shortening of that timeline was a topic of discussion at Advocacy Day this year. Highway Superintendent King stated that they talked about shortening the timeline for CHIPS Sealing; however, they didn't end up changing the timeline. Supervisor Grammar stated that she has also brought this topic up to Senator Pam Helming and it's on her radar as well. Councilman Malyj asked if the decisions on what roads to complete and which method each year are made by engineering people or how that decision gets made. Highway Superintendent King explained that which roads get treated is completely up to the Highway Superintendent each year. As long as the Township allocates the proper amount of money to the CHIPS account, the Town has to spend that money out of that account for the treatment of a roadway, they submit all of the paperwork to the DOT in Rochester. Then, that paperwork goes to Albany and gets reviewed and approved or denied and then we get a check back if it is approved. Highway Superintendent King said that we have never been denied a reimbursement; however, if he were to go and pave Flint Rd. next year (after just doing it last year), it would raise a red flag in Albany and we risk losing the reimbursement. He also added that the state doesn't necessarily care what method you use, just as long as you're not coming to them in 5 years asking for more money for that road. CEO Hoover added that the implication is that they completely reconstruct the road by widening it and paving it. He said that the town may CHIPS seal a road in 5 years just to seal that surface, but the intent of that 10 years is that the main surface of that road should last 10 years.

Councilman Orbaker asked if we are currently doing any roads without CHIPS money and Mr. King stated that we are not and we pretty much solely rely on CHIPS Money. Highway Superintendent King stated that he does have an expense line for road repairs. This is for odd instances (for example) a piece of farm equipment causes defects in the road. Mr. King stated that he wouldn't put something like that through CHIPS Reimbursement, so he has an expense line for this.

Councilman Orbaker asked if Mr. King foresees us having to start funding some of the projects ourselves. Mr. King stated that from what he's gathered, CHIPS increases each year (even by a little bit). Councilman Orbaker used Old Mill Rd. as an example, asking if he were to mill it down completely do we get enough CHIPS money to do that. Mr. King stated if they did something like that to Old Mill Rd., it would probably use up the entire year's worth of CHIPS money. Councilman Orbaker asked what Mr. King had planned for the future in that situation, because there are quite a few of the larger, heavier traffic roads that are going to be stacking up here in the near future. Mr. King said that one solution he thought of would be to do the bigger roads in two phases (completing one half one year and the next half the second year). Doing the larger roads this way would allow the larger roads to get done in time while also leaving some funding to worry about other roads each year. Councilman Mosher stated that may be the only choice and that's what most towns are doing.

CEO Hoover added that a lot of Towns around us have to complete a road and wait to be reimbursed from the state to start the next. We have been fortunate enough to be able to cover our projects without reimbursement slowing us down.

Supervisor Grammar added that Pam Helming and Jeff Gallahan have both said that the Advocacy Day for Highway Superintendents is the best turnout and the most forceful day at the state level. She also added that there are also options to get grants to re-do roads without having to use CHIPS money. A grant to cover a road would be a more timely process and would most likely be a one-time thing, but there are options out there for that. It would be a muti-year process to apply and get funding.

Highway Superintendent King stated that he called around to all of the surrounding towns to get ideas of how many miles of road they have, what they have for equipment, and how many employees they have. He found that our town, with 75 miles of road and 6 full time employees, is right around where other towns are and maybe even a little under other towns of similar size. For example: Manchester has 20 miles less of road to care for than we do, but they have the same amount of employees and trucks, one more ton-truck, and 2 more pickups. Mr. King found this information very interesting.

Highway Superintendent King also provided a couple of graphics and discussion on how long we should be keeping equipment for, how much it costs us to maintain each year and what it would be to own it for 8+ years. Councilman Mosher appreciated this information and said it was nice to have. Councilwoman Moon asked if there was a way that we could turn this information

into an actual replacement plan so that we could account for a certain percentage of cost increase per year.

NEW DRIVEWAYS

Moving on from equipment, Highway Superintendent King wished to discuss his other ideas of how they can offset costs in other areas. One discussion was regarding the application and payment for Driveway Permits. The initial thought would be an application/permit fee of $300- and that would cover the cost of the stone needed. Mr. King is open to constructive conversation on this topic and is open to hearing thoughts on the price structure.

In explaining the current structure on new driveways, Highway Superintendent King stated that the Town covers the first 20 feet of pipe and any stone that it takes to cover the pipe. If the driveway is wider than 20 feet, the customer covers the cost of any length over 20 feet and the town covers the first 20 feet and the stone. For example, if someone calls to request a 60 foot-wide driveway, the customer covers 40 feet of pipe, and the town covers the remaining cost of the stone and the 20 foot length. Supervisor Grammar retrieved information from surrounding towns on how they handle their new driveways.

Highway Superintendent King stated that he would like to finish the driveways that have already been requested under the current structure and start out the new year with a new structure and a board-approved policy in place.

Highway Superintendent King added that a non-cost topic that he would like to discuss is a Winter Maintenance Policy. It's something the Town has never done, but could be helpful to have posted on our website for the public to view. Mr. King stated that he would like certain educational topics included in this policy and added to the website to help our constituents learn about road maintenance during the winter months.

INTER-DEPARTMENT RENTAL AGREEMENTS

The final topic that Highway Superintendent King wanted to present to the board was the idea of an Inter-Department Rental Agreement. Mr. King spoke to Water Superintendent Karlsen and spoke to surrounding towns and suggested that it would be a good idea. He added that Water Superintendent Karlsen had a similar process at his previous place of employment and that it is highly recommended by the State Comptroller to have this type of agreement in place; adding that one department should not be subsidizing another.

Supervisor Grammar asked what equipment was water's and what equipment was Highway's. Highway Superintendent King said that the Water Department owns the Backhoe and a pickup truck. Mr. King said that sometimes when they're putting snow fences up before winter, they ask to borrow a pickup truck so that they can haul extra men around for that. The board discussed various ways of budgeting this and what line-item this would go under in the budgets. Councilman Orbaker added that we would need to make sure that they don't show a profit as this isn't what it is intended for. Mr. King stated that it wouldn't show a profit. Councilwoman Moon stated that if the Comptroller highly recommends this, then they must have processes and

recommendations on how to facilitate this. There will be more information about this as they find out more information.

TOWN PROPERTY DISCUSSION

At his time, the meeting shifted to a discussion on Town Property. Supervisor Grammar provided the Board Members with a list of properties that that Town currently owns:

- The southeast corner of the Landfill
- The Transfer Station property
- Town Court property
- The main Town Complex property

Supervisor Grammar provided them a photo of what the Town property looks like today, as well as a photo of what the property would look like if we decided to sell the 10 acres that is currently being leased out. CEO Hoover also pulled out a photo of the property from 20-plus years ago to show the board how it has been developed over the past 20 years.

CEO Hoover stated that he's aware that there has been a lot of discussion about deeming the 10-acre parcel as excess property to get rid of it. The reason that he provided the board with the photo of the property from 2006 is to show them that this property was nothing more than a dirt lot with logs and other materials all over. He explained that over the course of 6 years, the Town developed over 10 acres into a park. We don't know where this town is going to go and where we might need to seek new revenue sources. CEO Hoover added that when he came to work for this town in 2002, nobody even had a hint of a thought of developing that property and 8 years later, there was a 10 acre park there. He encouraged the board to think twice about deeming that parcel excess property and getting rid of it when we really have no idea what is going to happen in the next 20 years. He pointed out that once it's sold, it will never be replaced. Looking at all of the properties the Town owns, the 10-acres to the North of the Town Complex is the only property we own that could be reasonably developed. Keeping a long-term lease would be fine, but completely selling it wouldn't be a great idea.

Councilman Mosher posed a question: what would we possibly develop it for? Some board members stated possibly a Town Court in the future, CEO Hoover stated that we could add more soccer fields and recreation in the future. Councilman Mosher stated that most towns don't have a soccer field at their Town Complex and that's very rare. He added that if we ever needed to develop anything, we could develop the current soccer field that we have now because we don't need a soccer field here. CEO Hoover asked Councilman Mosher what his main reasoning would be for getting rid of that property and he stated that we should put it on the tax roll. CEO Hoover stated that it's already on the tax roll and the Town pays taxes on it currently. Councilman Mosher stated that it could be turned into taxable revenue and we could tax it higher than it currently is. CEO Hoover stated that it would get an Agricultural Exemption at the current use and won't get taxed anymore anyway. Councilman Mosher said that he didn't think a retail property could get an Agriculture Exemption, but a majority of the current use is Apple Orchard- which qualifies with the Agriculture Exemption.

Councilman Orbaker added that his two main concerns are that we would be getting rid of 10 acres that is currently attached to the rest of the Town Complex and if we do the process how it should be done and put it out for bid, who's to say someone completely random who has a different idea doubles the bid and then we get stuck with a neighbor that potentially isn't desireable. Councilman Malyj added that he constantly received texts and phone calls about property he owns and people are hungry for whatever they can get.

Councilman Orbaker added that we could always increase the lease amount and charge a little more than what the tax bill costs, then we still control it.

Councilman Mosher stated that he spoke with the Association of Towns a few years ago, and they frowned heavily on the Town for renting property and that Towns should not be in the rental business. He stated that he still has the email from the Association of Towns stating that.

CEO Hoover stated that he understands what Councilman Mosher is saying, but every situation is unique in that not every town has a 10 acre parcel that is essentially land-locked with only one other possible owner that could realistically own it (unless we carve out a driveway and road frontage from the Town Complex for a buyer). This seals everyone else out of bidding unless the Town gives a deeded right of way to that parcel. He added that we could always put it to use if the current lessee didn't want it, but the only reason that we ever got into this situation was because the lessee approached us.

Councilman Mosher asked if there were any other towns that rent out property. Supervisor Grammar stated that she believes that Canandaigua and Phelps have parcels and she could probably find more towns if she looked into it, adding that we definitely aren't the only town.

Supervisor Grammar noted that even the County has leased land throughout and she gave the example of the entire landfill being a leased property. Councilman Mosher stated that the landfill is a different situation because it is a critical service. The County has to have a municipal waste plan, so that's how they are doing it.

TRANSFER STATION/ SOLID WASTE

Supervisor Grammar then took the opportunity to have more discussion on the landfill, transfer station, and what could be the future. She stated that at their last county meeting, the county centered the discussion on the fact that the County is closing this landfill because they don't need to be in the landfill or garbage business. From what Supervisor Grammar is gathering at her county meetings (she'll know for certain in the near future), the County plans to let any and all garbage and waste matters go private and they will have nothing to do with it. The Town's will be left to figure out their own plans and we will potentially need to find a site for a new transfer station.

Councilman Mosher added that every town he knows of has a transfer station of some form with CEO Hoover saying that a lot of them have a private waste business set up dumpsters in a

specific location on a Saturday. Supervisor Grammar has collected data on the towns in the county and has information on what they all have for their solid waste.

Councilman Orbaker raised concerns about people possibly dumping their garbage in places that it doesn't belong once the landfill closes as everyone is used to having it for free- so either way, we might have to have a garbage crew or our Highway Department would spend a lot of time picking up trash. Supervisor Grammar added that this is actually a major concern of most of the county.

Councilman Orbaker said that if there is any chance or any way that we would be able to keep a cost like this on the tax-roll, we would need the right people policing it at the gate.

Supervisor Grammar had a conversation with Casella about the cost and details of managing and running the transfer station. With staffing and trucking, it would be about $150,000 to $200,000 to run a transfer station. Councilman Mosher asked if that number would change if it was truly policed to just the residents in this town. Supervisor Grammar stated that it is currently being policed much more than it ever was as the attendant that is there now is on top of it all, but that could potentially knock the cost down to $100,000 to $150,000; however, the cost would most likely be a wash because once the landfill closes, the trucks are going to have to go further to dump.

Supervisor Grammar said that once she has confirmation of this going private (or not), she plans to put a survey out to residents asking them if they want the Town to continue maintaining this and if we do- do you want it to remain "free" (on the tax roll) or pay up front. Councilman Mosher added that some towns charge based on what each person brings. CEO Hoover stated that the Town of Gorham charges a flat rate to each household per year with no limit on the amount of garbage and there are fees-per-load for commercial dumping.

CEO Hoover posed the question that since Casella will be maintaining the land for the next 20 plus years, could we contract with them to continue to run the Transfer Station. Supervisor Grammar stated that because it will all go private, Casella is still a "player" in this area for that. She said that she believes Casella's goal is to continue to run the MRF Center that's there, but there is no guarantee because the county can put that out the bid or decide to sell that. Either way there's still a cost to us and just with quick math- adding this could increase the Highway Budget by 20% (if it falls under Highway). Supervisor Grammar stated that there are towns out there that do it differently, pose the cost of such a department as a tax and list it on the tax bill. She added that this would be a cleaner way to conduct this business so that everyone knows where and how much of their money is going toward each line item (as opposed to grouping it with the Highway budget).

Supervisor Grammar said that she plans to have ample discussions or public sessions with town residents to include surveys and to ask questions so that we know what the residents value the most with this. Whether they want us to just figure it out and make it happen or if they want to go out on their own and find their own waste for their own cost.

Councilman Orbaker brought up his concern for a second time that there will be people that cannot afford the extra cost of hiring it privately. Then it's going to be an extra cost to the town once again because we'll have to send out our Highway Crew to clean up various roadsides if people dump their trash.

Supervisor Grammar stated that she truly doesn't think something like this should even fall under the Highway Department. She has looked into it and has yet to find anywhere in the NYS Highway Associations Law where this would fall under them. She truly believes that it needs to be its own department. Councilman Orbaker clarified that he only brought up Highway in the event that we don't have a plan, department, or company in place- someone will have to go pick the trash up if or when that starts happening.

CEO Hoover said that in Gorham, the Highway Department has the loader, the trucks, and the proper licensing with the guys that work there- so that's why the transfer station just works for them at the Highway Department. Supervisor Grammar stated that the only reason she isn't a fan of that idea is because the current transfer station isn't here, on our property. So, it would be difficult to take the loader back and forth everyday and make sure one to two MEOs could be dedicated to that site every other day to collect trash. Not only that, but the loader that the Town currently has would be in use all year around at the Transfer Station and it would also be needed to load salt in the winter months (among other things throughout the year)- this would be very difficult to coordinate usage between two different locations all while charging the proper department for rental time as we discussed earlier in the meeting.

CEO Hoover circled back to the property discussion saying that we just don't know what is going to happen in the next 10 to 20 years and for all we know. Councilman Mosher added that, if needed, this 10 acres could be a site we could use for the Transfer Station as it is already attached to the Town Complex.

Councilman Malyj added that there may be a time far in the future where the "township system" may be gone. We may possibly be looking at centralizing a lot of things because it's expensive the way we do things today. There are places in other areas of the country that don't even have townships anymore. We have a really good place to start if we ever need to to centralize things.

Councilman Orbaker stated that he likes the way we are handling this property currently- we own it and rent it out. Supervisor Grammar stated that she would probably be against selling the property outright to get rid of it. She added that she agrees with CEO Hoover. We cannot control the future. We currently have an agreement that is working very nicely and she is not opposed to a long-term lease. Supervisor Grammer would prefer a 25-year lease at a time while the current lessee would prefer a 99-year lease. Some board members added that they would still be in favor of a 5 year lease because the world changes so much that we may need to be able to renegotiate.

Ultimately the board decided that we should contact the current lessee and let him know that the board is currently not in favor of selling the property and that we would like to entertain the lease

at $3,000 per year for 5 years and at the end of each lease, we would be able to revisit or extend the lease at that time.

MUNICIPAL MANAGEMENT SOFTWARE

Supervisor Grammar told the board members that we have brought this idea up in the past and she wanted to revisit this to make sure the board would all entertain the idea. Bookkeeper Wright and Supervisor Grammar have been researching new Municipal computer systems for around 4 months now. She explained that in the 7 months she's been here it has become very obvious that we need to make a change with the current system. The Town currently utilizes Williamson Lawbook Company and has for a very long time. Supervisor Grammar stated that we had tried working with them on a number of issues that we continue to have and we have made multiple calls. While they helped us on a couple of things, they still have not made an effort to come speak to Supervisor Grammar in person which is what she originally requested and continues to request from them for months.

Supervisor Grammar explained to the board that we currently utilize Town Clerk, Water/Sewer, Payroll, Bookkeeping, and Assessor systems with Williamson Law. The major issue is that none of these systems "speak" to each other. For example, if a customer comes in to do multiple transactions for various reasons, we have to open separate programs and accounts for each transaction. In addition to that, there are only certain computers with certain systems- so Bookkeeper Wright has to switch computers for various phone calls or has to divert things back to Clerk Eagley if it's not on her computer. Williamson Law stated that in order to get the programs on different computers we would have to keep paying for licenses or keep running around the office with people on the phone to get the proper answers they are looking for. Councilman Mosher commented that this seemed very outdated.

Supervisor Grammar pointed out that we don't pay a lot of money for the current programming, but it shows. She added that we currently have a Credit Card system for the Clerk, the Pavilion, and the Zoning. In order to take water payments, you can only take it through QuickPay. In order to take water payments at the counter via Credit Card, the employees are essentially going into the same system as the customer would to make that payment for the customer. Both of those systems and processors do not speak to each other or to Williamson Law. At the end of each day or the next day, those payments have to either be manually imported or entered into the proper accounts line-by-line.

Councilman Mosher asked if there was a Square-type system that we could use instead and Supervisor Grammar answered that no other systems connect into Williamson Law automatically (it would still have to be manually entered).

The next issue the Town faces with the current setup is that you cannot just pull up a customer's account for everything when they come in. You have to pull up all separate systems to complete multiple transactions for them. The example that Supervisor Grammar gave is that if Councilman Mosher came in to pay his Dog License, Water Bill, and Tax Bill at the same time- we often have to go to different desks and pull up different programs to assist him. On any of the

systems that we have, you also cannot put notes in on that account or scan important documents into that account to attach them to that resident. Additionally, in the Water/Sewer Program, you cannot regenerate a bill if a customer loses or misplaces the bill.

If a customer comes into the Town Hall to request a repair, get a new water service, or do anything like that- Clerk Eagley currently has to make manual adjustments to the account and type up a manual bill for the customer, then manually let the water department know that this customer did X, Y or Z. The water billing system also doesn't have a "repair bill" function. It just goes in as a manual adjustment to the account.

Moving on to issues with the Bookkeeper. Payroll is currently completely manual. Highway and Water are manually filling out Time Sheets and they have to physically bring them over to Booookkeeper Wright on a certain day to submit their time keeping.

If Bookkeeper Wright wants to gather historical data for the board on a certain topic, not only are there a handful of separate systems, but each year is its own file- so, she cannot simply look back. She has to access the archives and find each historical year. Supervisor Grammar has tried to work with Williamson tirelessly on finding a solution and trying to get things as a cloud-based software. On the budgeting side of things, each department has been keeping a spreadsheet of their budgets and manually entering their bills there each month to keep track of expenditures and numbers because there is no easy way to do that in Williamson.

After all of the troubles that Supervisor Grammar brought up, Councilman Mosher asked if there was a solution. Supervisor Grammar noted that she and Bookkeeper Wright have demoed at least 5 different systems with some combined assistance from Assessor Hilton and Clerk Eagley. She explained that the one we all agree on together and like the most is Edmunds. Edmunds is who CEO Hoover uses for his Code & Zoning office as he never wanted to switch to Williamson. This system will also allow us to take credit cards for tax bills as well as every other department all on one system. The customer can also have an individualized account for various areas of town business with one dashboard.

Supervisor Grammar stated that if we decide to move forward with absolutely everything (our complete wish list), the cost would be $85,000 up front for the initial start-up and anywhere from $30,000-$33,000 for the annual software subscription. This system would take 15-18 months to implement and you can have as many users as you want as it's all cloud based. We can also control which departments have access to what business items. We can break this down and charge each department the proper amount for what they use.

Councilman Mosher asked if there was any governmental funding that could help us pay for the initial setup. Supervisor Grammar said there are various options that she could seek for help with the fees.

Councilman Mosher stated that he thinks now would be the time to do it; however, we may have to wait for the next budget cycle to do this. Supervisor Grammar said that she would suggest

that since the quote expires in October, we agree to move forward with this by resolution at the August meeting, use the fund balance out of General that we have for the initial payment (payments can be spread out), and that if we agree to move forward with this, we send the initial payment now to get the ball rolling by the end of this year so that we can use this for taxes.

Councilman Mosher stated that it sounds like a smart move and it should have been done a long time ago. Supervisor Grammar stated that we would all get ample training on each program and they will come out to be with us in person and they also have a library of help videos that come with it.

Supervisor Grammar thanked the board for their willingness to listen and hear her out and stated that she would bring an official resolution to the August Board Meeting.

Respectfully written & submitted by:
Haley S. Eagley, Town Clerk
(based off of a digital recording provided by Supervisor Grammar)