

# SENECA TOWN BOARD

## AGENDA & RESOLUTIONS

Organizational Meeting | Thursday, January 8<sup>th</sup>, 2026 | 4:00 pm

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1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Privilege of the Floor
5. Organizational Resolutions
  - a. **Resolution #1-26 through #2-26 (as a block)**
  - b. **Resolution #3-26**
  - c. **Resolution #4-26 through #19-26 (as a block)**
6. New Business
  - a. **Resolution #20-26-** Authorize 2026 Cooperative Electricity & Gas Supply Bid
  - b. **Resolution #21-26-** Set Public Hearing for Local Law #1-2026
  - c. **Resolution #22-26-** Set Public Hearing for Local Law #2-2026
  - d. Court Justice Audit: TENTATIVE January 20<sup>th</sup>, 2026 @ 7:00 pm
7. Old Business
8. Privilege of the Floor
9. Executive Session
10. Adjournment

<p><b>Resolution #1-26</b></p>	<p><b>RESOLVED THAT</b>, the regular meetings of the Seneca Town Board, for year 2026, shall be held each month on the third (3<sup>rd</sup>) Tuesday, beginning at 7:30 pm and naming Finger Lakes Times the official newspaper for Town Business.</p>																																																				
<p><b>Resolution #2-26</b></p>	<p><b>RESOLVED THAT</b>, the following policies with their original adoption dates be adopted as edited and reviewed on January 8<sup>th</sup>, 2026:</p> <table border="1" data-bbox="386 562 1416 1033"> <thead> <tr> <th data-bbox="386 562 889 625">POLICY</th> <th data-bbox="889 562 1052 625">ORIGINAL ADOPTION</th> <th data-bbox="1052 562 1237 625">LAST EDITED</th> <th data-bbox="1237 562 1416 625">REVIEWED</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 625 889 657">Investment Policy</td> <td data-bbox="889 625 1052 657">01/04/1999</td> <td data-bbox="1052 625 1237 657">01/03/2024</td> <td data-bbox="1237 625 1416 657">01/08/2026</td> </tr> <tr> <td data-bbox="386 657 889 688">Procurement Policy</td> <td data-bbox="889 657 1052 688">07/19/1994</td> <td data-bbox="1052 657 1237 688"></td> <td data-bbox="1237 657 1416 688">01/08/2026</td> </tr> <tr> <td data-bbox="386 688 889 720">Volunteer Emergency Personnel Policy</td> <td data-bbox="889 688 1052 720">06/19/2006</td> <td data-bbox="1052 688 1237 720"></td> <td data-bbox="1237 688 1416 720">01/08/2026</td> </tr> <tr> <td data-bbox="386 720 889 751">Alcohol &amp; Drug Testing Policy</td> <td data-bbox="889 720 1052 751">04/01/2000</td> <td data-bbox="1052 720 1237 751"></td> <td data-bbox="1237 720 1416 751">01/08/2026</td> </tr> <tr> <td data-bbox="386 751 889 783">Health &amp; Dental Care Policy</td> <td data-bbox="889 751 1052 783">01/01/2010</td> <td data-bbox="1052 751 1237 783">01/08/2026</td> <td data-bbox="1237 751 1416 783">01/08/2026</td> </tr> <tr> <td data-bbox="386 783 889 814">Comp. Emergency Management Plan</td> <td data-bbox="889 783 1052 814">02/01/2012</td> <td data-bbox="1052 783 1237 814"></td> <td data-bbox="1237 783 1416 814">01/08/2026</td> </tr> <tr> <td data-bbox="386 814 889 846">Ethics Policy</td> <td data-bbox="889 814 1052 846">01/04/2010</td> <td data-bbox="1052 814 1237 846"></td> <td data-bbox="1237 814 1416 846">01/08/2026</td> </tr> <tr> <td data-bbox="386 846 889 877">Sexual Harassment Policy</td> <td data-bbox="889 846 1052 877">10/16/2018</td> <td data-bbox="1052 846 1237 877"></td> <td data-bbox="1237 846 1416 877">01/08/2026</td> </tr> <tr> <td data-bbox="386 877 889 909">Rules of Order</td> <td data-bbox="889 877 1052 909">02/01/2012</td> <td data-bbox="1052 877 1237 909"></td> <td data-bbox="1237 877 1416 909">01/08/2026</td> </tr> <tr> <td data-bbox="386 909 889 940">Budget Transfer Policy</td> <td data-bbox="889 909 1052 940">01/04/2023</td> <td data-bbox="1052 909 1237 940"></td> <td data-bbox="1237 909 1416 940">01/08/2026</td> </tr> <tr> <td data-bbox="386 940 889 972">Town of Seneca Fee Schedule</td> <td data-bbox="889 940 1052 972">01/15/2019</td> <td data-bbox="1052 940 1237 972">01/06/2025</td> <td data-bbox="1237 940 1416 972">01/08/2026</td> </tr> <tr> <td data-bbox="386 972 889 1033">Employee Policy</td> <td data-bbox="889 972 1052 1033">01/03/2024</td> <td data-bbox="1052 972 1237 1033">01/08/2026</td> <td data-bbox="1237 972 1416 1033">01/08/2026</td> </tr> </tbody> </table>	POLICY	ORIGINAL ADOPTION	LAST EDITED	REVIEWED	Investment Policy	01/04/1999	01/03/2024	01/08/2026	Procurement Policy	07/19/1994		01/08/2026	Volunteer Emergency Personnel Policy	06/19/2006		01/08/2026	Alcohol & Drug Testing Policy	04/01/2000		01/08/2026	Health & Dental Care Policy	01/01/2010	01/08/2026	01/08/2026	Comp. Emergency Management Plan	02/01/2012		01/08/2026	Ethics Policy	01/04/2010		01/08/2026	Sexual Harassment Policy	10/16/2018		01/08/2026	Rules of Order	02/01/2012		01/08/2026	Budget Transfer Policy	01/04/2023		01/08/2026	Town of Seneca Fee Schedule	01/15/2019	01/06/2025	01/08/2026	Employee Policy	01/03/2024	01/08/2026	01/08/2026
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<b>Resolution #3-26</b>	<b>RESOLVED THAT,</b>		
	<b>INDIVIDUAL</b>	<b>BE APPOINTED</b>	<b>AS</b> <i>(Duties)</i>
	Jim Malyj	<i>be appointed</i>	Deputy Supervisor
	Department Heads	<i>be appointed</i>	To open Competitive Bids on their respective departments (General, Code Enforcement, Highway, and Water) Purchase Contracts required to be advertised, and in his absence, <b>COUNCILMAN MALYJ</b> , will act in his capacity.
	Brian Prater	<i>be appointed</i>	Deputy Highway Superintendent
	Haley Eagley	<i>be appointed</i>	Registrar or Vital Statistics, Collecting Agent of Seneca Town Property Taxes, Billing Agent of Seneca Town Water District, and Safety Coordinator.
	Shana Jo Hilton	<i>be appointed</i>	Sole-Appointed Assessor (1/8/26) and <b>DEPUTY</b> Town Clerk, Tax Collector, Water Billing Collector, Registrar of Vital Statistics.
	Debra Wright	<i>be appointed</i>	Bookkeeper, Secretary to the Supervisor.  <b>DEPUTY</b> Town Clerk, Tax Collector, Water Billing Collector, Registrar of Vital Statistics. Bookkeeper, Secretary to the Supervisor.
	Jerry Hoover	<i>be appointed</i>	Zoning Officer; Code Enforcement Officer; Part-Time Clerk; Safety Officer; and Building & Grounds.
	Town of Gorham Code Enforcement	<i>be appointed</i>	Deputy Zoning & Code Enforcement Officer
	Benjamin Karlsen	<i>be appointed</i>	Town of Seneca Water & Sewer Superintendent
	Katherine Mastellar	<i>be appointed</i>	Town Historian
	Ontario County Director of Public Health	<i>be appointed</i>	Town Health Officer (Kate Ott; Term: Jan. 1, 2026, through Dec. 31, 2031)
	Michael Roulan, Esq.	<i>be appointed</i>	The Town Attorney
Carol Golden	<i>be appointed</i>	The Town Financial Consultant	

<b>Resolution #4-26</b>	<b>RESOLVED THAT</b> , the regular work week remains at 40 hours.
<b>Resolution #5-26</b>	<b>RESOLVED THAT</b> , the Water Superintendent and Public Works Maintenance Assistants will read the water meters.
<b>Resolution #6-26</b>	<b>RESOLVED THAT</b> , the Highway and Water/Sewer Superintendents be authorized to purchase equipment tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$1,000 per purchase off State and County Bids.
<b>Resolution #7-26</b>	<b>RESOLVED THAT</b> , Todd Hoover be appointed to the ZBA for a term ending December 31, 2032
<b>Resolution #8-26</b>	<b>RESOLVED THAT</b> , Kelly Jensen be appointed to the Planning Board Chair for a term ending December 31, 2032
<b>Resolution #9-26</b>	<b>RESOLVED THAT</b> , Ken Snyder be appointed to the Agricultural Committee for a term ending December 31, 2032
<b>Resolution #10-26</b>	<b>RESOLVED THAT</b> , the following be named to the Landfill Advisory Committee: Mary Frarey, Jason Dunham, Shana Jo Hilton, and Tim Scoon.
<b>Resolution #11-26</b>	<b>RESOLVED THAT</b> , Planning Board Meetings be held on the 4 <sup>th</sup> Monday, Monthly at 7:30 pm and Board of Appeals be held on the Thursday following the 4 <sup>th</sup> Monday at 7:30 pm.  <i>IT IS STATE MANDATED that new Planning or Zoning Board members take eight hours of training within the first year of appointment. After their first year of service, all members shall take a minimum of four hours per year thereafter. Four hours may be carried into the next year. All training shall be relevant to the member's powers or duties on the board and sponsored by the New York State Association of Towns, New York Planning Federation, State of New York, or any political subdivision thereof, or any such session approved by the chair of the board. No planning or zoning board member shall be absent from more than 3 consecutive meetings or from a total of one third of the meetings of either board in any calendar year. Failure of any member to satisfy attendance or training requirement shall be cause for removal from the board. Attendance shall be taken at each meeting by the secretary.</i>
<b>Resolution #12-26</b>	<b>RESOLVED THAT</b> , the Supervisor shall be and hereby is authorized to pay the following claims prior to Town Audit (prepaids): Utility Bills, Postage for Billing, Insurance, Retirement, and any invoices deemed necessary that are due prior to the date of the board meeting.

<b>Resolution #13-26</b>	<b>RESOLVED THAT</b> , the following named employees of the Town of Seneca shall be paid at the following annual rates, paid bi-weekly, for the year 2026.		
	<b>EMPLOYEE</b>	<b>TITLE</b>	<b>SALARY</b>
	Roslyn Grammar	Supervisor & Budget Officer	\$23,491.00
	Jason Mosher	Councilman	\$4,976.00
	Howard Keeney	Councilman	\$4,976.00
	Jim Malyj	Councilman	\$4,976.00
	Jesse Orbaker	Councilman	\$4,976.00
	Haley Eagley	Town Clerk + Other Duties	\$68,609.00
	Shana Jo Hilton	Town Assessor + Other Duties	\$24,480.00
	Debra Wright	Town Bookkeeper + Other Duties	\$72,920.00
	Jerry Hoover	Zoning, CEO, + Other Duties	\$103,457.00
	Patrick King	Highway Superintendent	\$90,000.00
	BP	Deputy Highway Superintendent	\$36.81/ Hr.
	JH	MEO/ Mechanic	\$33.66/ Hr.
	KM, JG, CO	MEO (low-high)	\$32.09- \$34.19
	CR, RC	PWMA (low-high)	\$34.19- \$36.81
	Laborers	Low-High	\$18.00- \$22.00
	Katherine Mastellar	Historian	\$2,593.00
	Michael Roulan	Town Attorney	\$8,631.00
	Planning/ ZBA	Member (Per meeting attended)	\$75.00
	Planning/ ZBA	Chair & Secretary (per meeting attended)	\$100.00
David Campbell	Town Justice	\$15,515.00	
Paul Hood	Town Justice	\$15,515.00	
SC	Court Clerk	\$22.00/ Hr.	

<b>Resolution #14-26</b>	<b>RESOLVED THAT</b> , the rate for mileage traveled by town employees using private vehicles shall be 72.5 cents per mile.
<b>Resolution #15-26</b>	<b>RESOLVED THAT</b> , the town desires to avoid conflicts of interest and hiring discrimination within the Town; therefore, shall not employ or hire in any full-time capacity a relative of a town official or present employee of the town except as provided by law. Family is defined as a parent, grandparent, child, grandchild, in-law, sibling, or spouse.
<b>Resolution #16-26</b>	<b>RESOLVED THAT</b> , any Town Official or employee authorized to take a town vehicle home shall, upon taking any leave for 3 or more consecutive days, return the vehicle to the Town of for less than 3 days if the vehicle is needed for daily operation.
<b>Resolution #17-26</b>	<b>RESOLVED THAT</b> , Seneca Town Water District will provide water at no cost to the Town-Owned properties located at 3675 Flint Rd., 3649 Flint Rd., 3661 Flint Rd., and 4224 South St. Further, the Town of Seneca will not charge any rent from Seneca Water District for buildings located at 3649 Flint Rd.
<b>Resolution #18-26</b>	<b>RESOLVED THAT</b> , the Fire Protection Funds received from Casella will be split between the fire districts as such: Stanley Fire District will receive 70%, Hall Fire District will receive 15%, and Seneca Castle Fire District will receive 15%.
<b>Resolution #19-26</b>	<b>RESOLVED THAT</b> , Michael Roulan will be compensated \$200.00 per hour for services beyond normal Town Attorney's duties; defined as contributing to current or probable litigation.

## **RESOLUTION #20-26**

### *Authorize Participation in 2026 Cooperative Electricity and Gas Supply Bid*

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**WHEREAS**, the Town of Seneca, Ontario County, New York, desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of gas & electricity; and

**WHEREAS**, the Town of Seneca is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law §119-o; and

**WHEREAS**, the Town of Seneca has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Town of Seneca, and making recommendations thereon; and

**THEREFORE. BE IT RESOLVED**, the Town Board of the Town of Seneca and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties hereby accept the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties to represent it in all matter related above; and be it

**FURTHER RESOLVED**, that the Town of Seneca authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties to represent it in all matters regarding the entering contract for the purchase of the below-mentioned commodities and/or services; and be it

**FURTHER RESOLVED**, that the Town of Seneca agrees to assume its equitable share of the costs incurred because of the cooperative bidding; and now, therefore

**BE IT FINALLY RESOLVED**, that the Town Board of the Town of Seneca, of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties for supply of gas and electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

## **RESOLUTION #21-26**

*Set Public Hearing for Local Law #1-2026*

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**BE IT RESOLVED,** The Town of Seneca Town Board will hold a public hearing on January 20<sup>th</sup>, 2026 for Local Law #1-2026- Tax Cap Override.

## **RESOLUTION #22-26**

*Set Public Hearing for Local Law #2-2026- Increasing Geographical Boundaries of Residency for all appointed positions.*

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**BE IT RESOLVED,** The Town of Seneca Town Board will hold a public hearing on January 20<sup>th</sup>, 2026, for Local Law #2-2026- *Increasing Geographical Boundaries of Residency for all appointed positions.*