

Minutes of the Town of Sennett Town Board Meeting Held on Thursday, February 16, 2023, at 6:30 PM at the Sennett Town Office Building.

Members Present: Thomas Blair, Supervisor
Richard Gagliardi, Councilman
Edward Rizzo, Councilman
Robert Edmunds, Councilman
Michael Wellauer, Absent (Excused)

Also Present: Kristopher LaPointe, Highway Superintendent
Kristopher LaPointe, Water & Sewer Superintendent
Cheri Major, Bookkeeper
Harold Gilfus, Code Enforcement Officer
Kathleen Salisbury, Town Clerk
Todd Metcalfe, ECode 360
Jeremy Bacon and Jim Jeffers, residents
Remotely:
Richard Andino, Esq.
Tom (Guest) and MJW (Guest)

CALL TO ORDER - The meeting is called to Order at 6:30 pm.

PLEDGE OF ALLEGIANCE - The meeting is opened with the pledge to the flag and a prayer by Supervisor Blair.

ROLL CALL - Town Clerk Salisbury opens the meeting with a Roll Call, Councilman Gagliardi, Councilman Rizzo, Councilman Edmunds, Supervisor Blair are present; and Councilman Wellauer is excused.

APPROVAL OF MEETING MINUTES - Meeting Minutes for January 19, 2023 are reviewed and approved by the Board, motion made by Councilman Edmunds and seconded by Councilman Rizzo; 4 Ayes 1 Absent 0 Nays. Carried.

PUBLIC HEARING(S) - N/A

SCHEDULED SPEAKERS

- Todd Metcalfe of ECode 360 - Mr. Metcalfe gave an overview of what ECode 360 is and how beneficial it is to the Town by putting all of the Town's Local Laws, Zoning Laws on a website where it is searchable and easily accessed. An initial review was started at the Town in 2004, but was not finalized. CEO Gilfus advised it is a handy tool for local laws and zoning. Former Planning Board Chairman Bacon also advises it is a necessary tool for a smoother process for the Planning Board and other Boards. Attorney Andino also advised that ECode 360 would be beneficial to the Town and it is a great resource for all. A discussion is held regarding cost and necessity. Councilman

Rizzo makes a motion to refer the ECode 360 quote to the Planning Board for review, discussion and recommendation to the Town Board, seconded by Councilman Rizzo. The Board will also review the estimate provided by Mr. Metcalfe more extensively and discuss the matter further.

- MRB Group (WD #s 1 & 3) - Supervisor Blair read the report of Paul Chatfield. With regard to the water and sewer rate evaluation, the Board will continue negotiations with MRB before a final decision will be made and potentially reach out to Mr. O'Connell and Rural Water once again. Water & Sewer Superintendent LaPointe advised that after speaking with Rural Water, they only give templates, but do not do the actual analysis. They refer to the Town Engineer. MRB has provided updated Water & Sewer and Zoning maps for hanging in the hallways of the Town. Mr. Hinman is reviewing the videos for evaluation of the existing conditions of the WD2 and SD1. At the last meeting, the Board approved the water main contract to Morsch Pipeline, Inc. USDA notified the Town it will be allowed to use the lower loan rate for the project. They have been working with the Planning Board on various applications.

- Kari Terwilliger - Was not present to speak. However, Supervisor Blair advised he had spoken with Ms. Terwilliger and advised the County would be waiving 50% of their fee for the hospitality lodging overlay district and provides the Board with the proposal for their review and consideration. Supervisor Blair advises that an Ad Hoc Committee will be formed for the HO district. The Committee will consist of Planning Board Chairman Patrick Leamy, Zoning Board of Appeals Chairman David Sikora, Councilman Robert Edmunds, Councilman Edward Rizzo, Tom Fernandez and 2 local residents. Supervisor Blair will seek out the residents to be appointed.

A motion is made by Supervisor Blair to appoint Planning Board Chairman Patrick Leamy, Zoning Board of Appeals Chairman David Sikora, Councilman Robert Edmunds, Councilman Edward Rizzo, Tom Fernandez as the first 5 members of the Ad Hoc Committee, seconded by Councilman Gagliardi. The 2 local residents will be appointed at a later date. All in favor. 4 Ayes 1 Absent 0 Nays

PUBLIC BE HEARD - Motion is made by Councilman Edmunds to open the Public Be Heard Period, seconded by Councilman Rizzo. All in favor. 4 ayes 0 nays 1 absent, carried.

Resident Jim Jeffers has questions regarding the WD1&3 improvements. Has the Panna easement been paid? Supervisor Blair advises it has not and it no longer in effect. How will the rate analysis be done by each district. Supervisor Blair advises pro rata basis to each district. What is the analysis telling you? Supervisor Blair advises it is a methodology for fair rates. The Town does not have any current system for setting rates and that is why the mapping occurred.

A motion to close Public Be Heard is made by Councilman Edmunds and seconded by Councilman Rizzo. All in favor. 4 Ayes 0 nays 1 absent, carried.

DEPARTMENT REPORTS

- a. **Attorney** - Attorney Andino advises there some ongoing items with regarding to some additional paperwork needed for RD. Zoning Board meeting last month. Supervisor Blair advises ZBA Chairman requested the permit fee paid by resident Jerry Field be refunded. Attorney Andino advises Mr. Field was in front of the Board for a home occupation and after the meeting, it turned out his home occupation was permitted as of right in the zoning district he is in. There was a misunderstanding that he may have required a use variance. He shouldn't have needed to submit an application at all.

A motion is made by Councilman Gagliardi and seconded by Councilman Rizzo to refund the ZBA application fee of \$250.00 to Jerry Fields.

Roll call vote:

Councilman Gagliardi	Yes
Councilman Rizzo	Yes
Supervisor Blair	Yes
Councilman Edmunds	Yes
Councilman Wellauer	Absent

Motion carried 4 Ayes 0 Nays 1 Absent

- b. **Bookkeeper** - Bookkeeper Major advised the Board that a budget adjustment in the amount of \$23,957.27 was made within the general fund, there were other accounts that had money left in it and it was for the IT problem in September for Secure Network invoices. Supervisor Blair advises he is still working with NYMIR on that claim as well.

A motion is made by Councilman Rizzo and seconded by Councilman Edmunds to make the budget adjustment in the amount of \$23,957.27 as submitted by Bookkeeper Major.

Roll call vote:

Councilman Gagliardi	Yes
Councilman Rizzo	Yes
Supervisor Blair	Yes
Councilman Edmunds	Yes
Councilman Wellauer	Absent

Motion carried 4 Ayes 0 Nays 1 Absent

Bookkeeper Major provides the Board with paperwork showing what each fund is starting with at the beginning in the year. Bookkeeper Major advises the audit will be next month with Inserro and will be in the office for 2-3 days.

- c. **Codes/Zoning Enforcement Officer/Fire Marshal** - Code Enforcement Officer Gilfus advised his report was in the Board's packet. The Final Report was submitted to NYS on behalf of predecessor. He issues 5 permits, fees collected \$645. He advised the Board of recommended changes to the current Permit Fee Schedule.

A motion is made by Councilman Edmunds and seconded by Councilman Gagliardi to amend and adopt the revised Permit Fee Schedule and add Certificate of Occupancy for \$75.00 as recommended by Code Enforcement Officer Harold Gilfus.

Roll call vote:

Councilman Gagliardi	Yes
Councilman Rizzo	Yes
Supervisor Blair	Yes
Councilman Edmunds	Yes
Councilman Wellauer	Absent

Motion carried 4 Ayes 0 Nays 1 Absent

A motion is made by Councilman Edmunds to proceed with the Cayuga County Planning proposal for the Town of Sennett's Zoning Amendment dated February 1,2023 at an amount not to exceed \$4,100.00, seconded by Councilman Rizzo.

Roll call vote:

Councilman Gagliardi	Yes
Councilman Rizzo	Yes
Supervisor Blair	Yes
Councilman Edmunds	Yes
Councilman Wellauer	Absent

Motion carried 4 Ayes 0 Nays 1 Absent

- d. **Assessor** - Councilman Rizzo read Assessor Lowe's report processing exemptions renewals, meeting with owners and following up with phone calls and letter.
- e. **Fire Department/District** - No one was present to report. Supervisor Blair advises the Fire Department provided a report advising they have responded to 25 alarms in January and provided mutual aid as well.
- f. **Highway Dept.** - Highway Superintendent Kristopher L. LaPointe advised his report was in the Board's packet. They have been plowing, sanding, cutting down dead trees, patching potholes and some cross culverts, hung new maps on walls in the Town. No date has been set for Spring dumpster days yet. A resident has inquired about a shred day held at the Town. Supervisor Blair advises that the Town would not be doing this at the present time. Cayuga County and banks in the area may hold shredding events.
- g. **Water Dept.** - Water Superintendent Kristopher L. LaPointe's report was in the Board's meeting packet for their review. Monthly water reports were provided to the DOH, water samples were collected in WD 1, 6 and 7, read meters, sent out water bills, installed new meter heads, completed Cyber Security Vulnerability Assessment and sent to the State, took quarterly samples for disinfection by-products, conducted interviews, met with NY Rural Water. Superintendent LaPointe provided the Board with the quote for 770 new meter heads. The quote from Ferguson is in the amount of \$160,000. Supervisor Blair advises two more quotes will be needed in accordance with our Procurement Policy.
- h. **Planning Board** - Supervisor Blair read a report provided by Planning Board Chairman Leamy. The PB has been working on a proposed subdivision for Auburn Associates property in Auburn Plaza, Preliminary Site Plan and SEQRA review for Auburn Auto Group, proposed subdivision on Depot Road, and Preliminary site plan and SEQRA review for Owens-Brockway.

- i. **Town Clerk** - Town Clerk Salisbury advised that the January 2023 monthly report was in the Board's meeting packet for their review. Fees of \$10,908.00 received and \$10,883.84 were disbursed to the Supervisor and \$14.16 to NYS DEC for Decals and \$10.00 to NYS Animal Population Control.
- j. **Dog Control Officer** - Councilman Edmunds provided a report from FLDPA for January advising that it was a quite month and one dog was redeemed by the owner.

k. Committees -

Veteran Affairs - The Committee met and the contract was awarded and will coordinate the work.

Seniors - The Sennett Seniors are off until April 12th and their meeting will be the Lodge. A small committee has been formed to help plan trips.

Park Committee - The Ad Hoc Committee is ready for finalizing members and still looking for landscape architect.

A motion is made by Councilman Gagliardi and seconded by Councilman Edmunds to form the Town of Sennett Parks & Recreation Ad Hoc Committee with the 6 names on the list. All in favor. Unanimously approved. Supervisor Blair will notify the members.

OLD BUSINESS

- Local Law re: Solar Energy Moratorium - Time to begin review - Barton & Loguidice submitted a proposal for the Board's review. Request will be made for Barton & Loguidice to appear at the March meeting and give an overview of the project.

A motion is made by Councilman Rizzo and seconded by Councilman Gagliardi to accept the proposal and authorize Barton & Loguidice to review and adopt a new solar facilities code for the Town at an amount not to exceed Six Thousand Dollars (\$6,000), conditioned upon Supervisor Blair to discuss with them to factor in additional meetings at no extra cost.

Roll call vote:

Councilman Gagliardi	Yes
Councilman Rizzo	Yes
Supervisor Blair	Yes
Councilman Edmunds	Yes
Councilman Wellauer	Absent

Motion carried 4 Ayes 0 Nays 1 Absent

- County House Road Waterline LOC reduction request - this was handled at the January meeting.

- Veteran Affairs/Historian Office project - The project was awarded to Carson Builds.

- Water & Sewer Rate Hikes from City of Auburn + Sennett Rates - Will need to have meetings on this before sewer rate increase goes into effect on how to notify the residents.

- Town Park committee formation - handled earlier.

- Energy Consultant award - in response to our RFQ, we had one response.

- Water Department employment search - Kris updated earlier in meeting.
 - Town Hall capital needs - parking lot & interior improvements - Councilman Rizzo is working on updating the list.
 - Town branding & marketing project - Supervisor Blair has met with with marketing and branding company and will provide a draft shortly.
 - Town Employee Handbook review - Councilman Gagliardi met with Councilman Rizzo and Highway Superintendent LaPointe and went over the proposed changes.
 - Water Department Interviews -
10. New Business
- E-Code 360 - discussed earlier in meeting
 - Planning and Zoning Board alternates appointments -
 - Solar Energy Local Law examination -

EXECUTIVE SESSION - Pending Litigation and employee health matter.

Motion to enter Executive Session made by Councilman Edmunds and seconded by Councilman Gagliardi at 8:28 p.m. to discuss a pending litigation matter and an employee matter. All in favor. Aye 4 Ayes 0 Nays 1 Absent.

Motion to return from Executive Session was made by Councilman Edmunds, seconded by Councilman Rizzo. 8:45 p.m. All in favor. Aye 4 Ayes 0 Nays 1 Absent. No action was taken, therefore there are no minutes.

FURTHER BUSINESS - Water & Sewer Superintendent LaPointe advised the Board that Anthony Tauro contacted him regarding dirty water that was in his water lines resulting in him having to replace his washer and hot water heater in the amount of \$820.08. Mr. Tauro is requesting reimbursement from the Town in that amount. Mr. LaPointe also advised that Lowe's had requested a reimbursement for a replacement that they had to make. Both of these requests were made after a water break in front of the Verizon store on Grant Ave. Water Superintendent LaPointe took the necessary measures of flushing our lines on a number of occasions after said break. The lines were clear. Based on that, Supervisor Blair believes the Town did their due diligence in flushing the lines. If the parties wish to appear before the Board and state their case, they are welcome to attend the next Board meeting.

WATER MAINTENANCE MECHANIC - Superintendent LaPointe advised that he, Councilman Rizzo and Councilman Wellauer conducted interviews for the position. Superintendent LaPointe has chosen an applicant who has current experience and recommends a starting rate of \$22/hr for 6 months, 6 months probation, \$23/hr for the next 6 months and after obtaining his water license and at one year, \$24/hr.

Motion by Councilman Rizzo, seconded by Councilman Gagliardi to authorize Water Superintendent LaPointe to offer the candidate, contingent upon a criminal background check and drug test, a starting rate of \$22/hr for 6 months, 6 months probation, \$23/hr

for the next 6 months and after obtaining his water license and at one year, \$24/hr and will be responsible for 15% of insurance costs.

Roll call vote:

Councilman Gagliardi	Yes
Councilman Rizzo	Yes
Supervisor Blair	Yes
Councilman Edmunds	Yes
Councilman Wellauer	Absent
Motion carried	4 Ayes 0 Nays 1 Absent

SUPERVISOR CORRESPONDENCE/REPORT -

Code Enforcement Officer Harold Gilfus asked the Board if there would be a conflict for him to continue on the ZBA. Supervisor Blair advised he believed there would be.

PAYMENT OF MONTHLY BILLS -Vouchers - Motion by Councilman Edmunds, seconded by Councilman Rizzo to pay the monthly vouchers with three or more signatures.

Roll call vote:

Councilman Gagliardi	Yes
Councilman Rizzo	Yes
Supervisor Blair	Yes
Councilman Edmunds	Yes
Councilman Wellauer	Absent
Motion carried	4 Ayes 0 Nays 1 Absent

MOTION TO ADJOURN MEETING - Motion to adjourn was made by Councilman Rizzo, seconded by Councilman Gagliardi. 8:57 p.m.

Next meeting is March 16, 2023.

Respectfully submitted,
Kathleen Salisbury, Town Clerk
Town of Sennett