

Sennett Town Board Meeting

Thursday, September 17, 2020 – 7:00 pm

Roll call:

In attendance: Thomas Gray
Rick Gagliardi
Jim Jeffers
Ed Rizzo
Rich Andino

Agenda:

- I. Pledge of Allegiance.
- II. The public be heard.
- III. Approval of Board minutes from 8/20/20 meeting – motion to approve and seconded by Rizzo and Gagliardi.
- IV. Old Business:
 - a. Phone Service Update: (Gray) – They’ve come and put the proper equipment in there, but when you call the town of Sennett now, the man who installed it – it’s his voice message – because he copied everything down and put it back in the system because it wiped out everyone’s voice mails and everything else. Debbie is the one who does the messages and she’s not back yet. I’ve got the master message board, he showed me how to do that. Within about two weeks, the trunk lines will be working and then it will start affecting our phone bill. What we found out, I came in after he put it in; I came in on a Sunday and all the phone things were blank. Everything was shut down, but the fax machine worked, and you could call in town, but you got a generic message from the phone company. So I got Kevin (phone installer), the guy who was here - on the line, and I got him into the vault, and of course, the ceiling light’s out, so I used a flashlight and he walked me through on to how to unplug it from one of the power packs went – and how to unplug it from the power pack and plug it into something else. He came up on Monday and installed a new power pack and we’re just waiting for the rest of that to take place.
 - b. Park Grant Update – (Gray) - 12th or 13th of every month. I sent Sean Rosney from the Dormitory Authority an email, asking him what the progress is. Last month, I went even as far as to say, “Could we move this along as we withdrew our design (*inaudible?*)” And I get the same answer every month. It’s still in Committee and the committee is not meeting. But he’s going to get this every month.
 - c. Update Water 1 and 3 Projects - (Gray) – Update on Water 1 and 3 projects – easements - let’s put them of them together, Rich, and you know more about them than anybody. (Andino) – So in terms of the technical engineering side, I don’t really have any updates on that. I think the engineers are still working through the processes with the various agencies and permit issuing agencies.
 - d. Easement Update – (Andino) - On the Easements updates, the engineers sent over a list of the Easements that are going to be required for the water line itself. I think there’s about ten or eleven, so we started working on those in our office in terms of acquisition because engineers have the list and also the easement descriptions. The Panna Easement, Mr. Panna – we had set for signature, the easement - and he responded with some requested changes in the easement agreement, which I think the Board had a copy

of, so... That was sent to the engineer, the engineer, Paul Chatfield, sent back some comments, so at some point we're going to have to circle back around with Mr. Panna and come to a final agreement on the terms. (Gray) – One more came today, I didn't understand, the pilot agreement on the railroad? (Andino) – Oh so I didn't have the chance to look at that in depth. I don't – I think it's just mislabeled as the pilot agreement, it's more of a, as I looked at it, a license agreement for the water line to go through their property. So that might actually eliminate the need for one of the easements, but I didn't have a chance to look in depth at that. I think that's what it was. (Gray) – I just sent it to the board members; they can see it later. (Rizzo) – Rich, the easement, do you think that can be worked out Paul Chatfield and Mr. Panna or do you think we're going to have to have a member of the Board or members of the Board voting? (Andino) – I would suggest Paul or Scott contact him first. They've had a good working relationship as far as I could tell. And then, depending on what the response is, maybe we could set up a meeting or have one of the Town Board members or a few Board members go out and visit. So, I think the idea is that it's going to be limited to 15 people - to 25 people – I just don't that could work. I mean, a couple of the other things, maybe we can work around, we'll see. And like you said, I think having Paul and Scott reach out to him first, is probably the best thing. (Rizzo) – So, this is just for the road easement, correct? We're going to continue to maintain and have the easement for the water line that's existent today, and that's not changing, correct? (Andino): Yes, that's an existing easement. Paul hasn't said anything about that. (Jeffers): So, on these six bullet points he sent, are we going to recommend what we think to have Paul go back with? (Andino): I'll go over these with the board as I have some questions about this. (Jeffers): Thank you. (Gray): All set?

- e. Weedspport Water Contract – (Gray): I went over to Weedspport on the 14th and met with Jean, they were having a pizza party as she's on her way out as mayor and signed the water agreement and filed in the Clerk's office. That's where that stands. All they've asked – their board – is quarterly, could we let them know how much money is put into that reserve fund for each of the districts, which Cheri is going to move the money quarterly anyway, rather than trying to figure it out each month. I told them I didn't that was a problem at all – we'd just report back to them – it's just the one fund we put aside for them.
- f. Owasco Lake Watershed Management Council (OLWMC) – (Gray): I gave you the paperwork before, and last month I brought it up – the Owasco Lake Watershed Management Council. Today, I put in your packet, a list of people who are involved in it. I've been attending their on-line meetings, they like Sennett because we are a part of their water district and we do draw our water from Owasco Lake. These guys do an incredible job. As you can see, some of the people that are reporting in each month – the director is on top of everything. They would like us to become – somebody of the Board, to become a member of one of the Board of Directors, and Sennett would be a participating member. What I know is, the city of Auburn gives them \$25,000.00 a year. Owasco, because they have an old water system, gives them \$7500.00. The rest of them give them \$2500.00 a year, to go towards this program, plus the grants they have. What I proposed last month, and I checked with Ron and everything – we have a little under 800 water customers. If we had a line item, (and he's already looked into it), of \$4.00 a customer, once a year, that would raise about \$3000.00 that would cover the \$2500.00 for participation. Does anybody have any other questions on that? I gave you this copy. We tabled it to this month, to show you some of the things they do. (Jeffers): Do we know how these other towns pay for it? (Gray): I don't know how they pay for it. (Jeffers): Well, I am going to say that if it's a watershed management council, then watershed management, correct me if I'm wrong, you've gone to the meetings – that involves farm land, that involves all town residents – not just water residents – and so, to put another tax or fee on just water residents who would be involved in the watershed management, I think is not correct. If we want to do it, it should come out of the general budget as a town item. (Gray): Okay, however you want to do it. (Jeffers): I don't want to do it but...I don't think we should put the oneness only on water users. (Gray): Well, I figured at \$4.00 a customer, per year... (Jeffers): Again, it's a watershed, which includes the entire towns within the Owasco Lake watershed, including all the farmers... (Gray): Our town, the

only part of our town that's in the Owasco Lake Watershed, is right at the corner of Town Hall Road, here. (Jeffers): Even better, then don't be...District 1 and 3 are not paying for it - if that's how we're doing it. (Gray): Well, we're dealing with clean water, that's basically what I'm looking at. (Jeffers): We're looking at a clean lake. (Gray): Yes, including this is the water that we're drinking and buying from the city. (Jeffers): I'm looking at these people that are involved in this, and there are places that don't vet water from there. (Gray): No, but they're part of the watershed, you're right. (Jeffers): Thank you. (Gray): Down in Locke and those places there within. But they're doing a lot land management to make sure the lake stays clear. (Jeffers): Which reiterates the fact that if we're doing that, it should be a town general fund, not that of the oneness of the water districts. (Gray): Okay. I'd like to make a motion that our general fund next year will propose a \$2500.00 expense for us to participate in the Owasco Watershed Management Council. (Jeffers): Are we going to make our membership dependent on being a Board Member or... (Gray): We become a board member. (Jeffers): Our representative from our town going to be determined by being a board member, or are we going to have it that we appoint somebody to be... (Gray): You can appoint whoever you want. Somebody from our town goes on the board of directors. My plate is full, so if somebody else wants to do that, that's fine. I find it to be very interesting. (Jeffers): The reason I ask the question is, if there's no interest in the future on the board, I'd rather not have it tied to be a board member of the Town of Sennett - has to be a board member. (Gray): No, we can probably make it be a participant. At this point, I'll stay on if we're going to do it because I enjoy learning from the meetings. (Jeffers): I've got no problem with that. (Gray): They've got two or three people going around and inspecting everything to make sure that... so I put a motion on the table from the general fund for \$2500 for 2021. Any discussion? Roll call - Rick? (Gagliardi): Yes. (Gray): Ed? (Rizzo): Yes. (Gray): Tom? (Tom ???) Yes. (Gray): Jim? (Jeffers): Yes. (Gray): Very good. (Jeffers): I'd like to make a motion that we appoint Tom Gray as our representative for the remainder of this year 2020 and for 2021. (Gray): Very good. (Jeffers): Do I have a second? (Gagliardi): I'll second. (Gray): All in favor? (All responses "I"). Very good. So, we'll adjust that budget next week when we sit down.

V. New Business:

- a. Records Retention adoption - (Gray): Records retention. I gave everybody a copy of that, here's the cover copy. Rich, do you have a copy over there of it? (Andino): Yes. (Gray): Do you want to talk about it very briefly? - because I used to be on the State Committee. (Andino): Sure. So basically, NYS Archives is the agency that publishes and creates the records retention schedules for all public governments and schools, etc. and they created a new comprehensive records retention schedule that local governments and other entities are supposed to adopt by January 1, 2021, otherwise you are legally prohibited from destroying your records - and obviously, that becomes an issue with storage, etc.. Basically what the resolution for the board tonight is to authorize the adoption of the new records retention schedule. I believe it's available for use once you adopt the resolution, but you can use the old schedules until December 31st of this year. (Gray): I sent everybody a copy of that, it's like 110 pages of fun reading, but basically - it's things like e-mails, public documents and records that must be maintained for six years - that includes all of our e-mails from home that we use to conduct business. Whenever I get an e-mail from home, I send that e-mail to the supervisor's attention. Ed Mazak reported on the ZBA meeting coming up, sent it to my home e-mail and I just redirected it so it's in the file for that. I was involved in the State Archives for years and was on the local committee years ago, but like Pennie will do, after seven years, she will take the abstracts and shred them - and then we've got seven years of records. Around here, it's just how long here, you maintain certain records. (Andino): Typically, your town clerk is the records officer. The Town Clerk is responsible for managing the retention and ultimately, getting rid of and destroying the records. (Gray): And the State's Archives field people are more than willing to come out and do surveys or conduct education, things like this, for people who need it. They are there at our beck and call. Anybody have any questions on this? Do I have somebody that would like to offer the resolution? (Rizzo): I'll offer it up. (Gray): Second? (Andino): I'll second. Roll

call vote. Mr. Eades – absent. Mr. Rizzo? (Rizzo): Yes. (Gray): Mr. Jeffers? (Jeffers): Yes. (Gray): Mr. Gagliardi? (Gagliardi): Yes. (Gray): And Mr. Gray, yes. So, when I sent you that copy, hopefully, you put it in a file somewhere - so if you do have any questions – it's very user friendly.

- b. Budget meeting planning – (Gray): Alright, when we leave today, I'm going to give you a copy of the highway budget and remember, these are figures we threw on paper as a starting point, and the general budget. Water, she (Cheri) held off because we're not going to meet first on water. I'd like to meet Tuesday, if we can, at 6:00 pm. (Jeffers): The 22nd, correct? (Gray): Next Tuesday at 6:00 pm, if we can do that. We'll start with the highway, so Kris can come in and be gone. And I don't know if we'll get through the whole general. I was going to do highway and water, but Ron's not going to be available this Monday or Tuesday and the ZBA is here on Thursday, so we can use the room. And then we'll plan a very early meeting next to do the water and perhaps the general. Want to pick a date next week. Monday, Tuesday? (Jeffers): The 29th? Next Tuesday? (Gray): We'll meet on the 22nd and the 29th and that way, we can get to the general... Okay, so we'll do the 22nd and the 29th. When you get your general budget, we have, Rich has it too, on how to do the general budget. You'll see it. I propose an amount of a thousand, so when you see the paper, the budget's based on \$320,000. We will be able to make adjustments to that, next week and other things in the budget. I want to talk about budget items in the executive session.
- c. Property Tax – (Gray): So, Rich, do you want to talk about the property tax proposal? That's in the folder I gave you. (Andino): Sure, as you know if the town is instituting an increase in the tax levy, that exceeds the allowable limit under State law or what's known as the Property Tax Cap, then the Town Board and the town is required to enact a local law authorizing it to override the tax levy limit. And it's my understanding that based on the fact that the town doesn't currently have any tax levy and based on the dollar amount that is being looked to be raised by the property tax, then the town board needs to move forward with that. Local law, a copy of the local law that overrides the tax levy limit. There's a resolution that introduces the local law, sets a public hearing for October 15th at 7:00 pm. Also, it goes through the seeker process and issues a negative declaration. I want to be sure that next month, the other board members will be available, because not only do you need a quorum for the meeting, but the law requires sixty percent of the board to pass it. If you have five board members, at least three have to pass it. I just want to make sure everyone will be available on the 15th. You'll probably have to have a special meeting because the only regular board meeting, you'll have before the 15th... (Jeffers): So, this is a vote that if we need to... (Andino): As part of our budget, we're anticipating that we're going to need to exceed the tax levy limit, and this authorizes you – this gives you the legal authority to do that in your budget. All that's required is a public hearing. (Gray): If you want my name on this, I will propose to have my name of the official document, and that way, somebody else can second it. (Andino): Ultimately, the decision to then levy those property taxes is going to be the board's decision as part of the document on the budget. (Gray): So, what's the first step? Proposing it? (Andino): The resolution to introduce this local law, set the public hearing, prove seeker - the board has all the seeker forms. We indicated no environmental impact from the local law, so if the board has any disagreement with that, let me know. Otherwise, just a motion to pass this resolution, introducing the law and setting a public meeting for next month. (Gray): I'd like to make a motion that Law A2020's tax levy...do I have a second? (Jeffers): I'll second. (Gray): Any discussion? Rick? (Yes), Jim? (Yes), Tom? (Yes), Ed? (Yes). (Andino): I'll just need the Zoom information. (Gray): You'll have that tomorrow. I'll train somebody on Zoom, and who's ever having the secretary at the meeting next month – AnnMarie. I can't have Kathy for that.

- d. Deputy Registrar appointment - (Gray): I'm going to be out of town next month and out of commission for three weeks. We have no guarantee Pennie will be back during that period of time. We need to designate – we can have more than one deputy registrar. You can have somebody else be a registrar that's outside the realm. I'd like to propose that AnnMarie Clarke be appointed as a deputy registrar from this point until the end of the year. So, we're covered here for somebody to sign documents. I'm still designated to sign documents. Ed seconded it. Any discussion? All in favor? (All members – "I").
- e. School and Municipal Operation Plans - (Gray): I don't know if I put it into your folder, but I'll send it to you. Rich sent this the other day. Rich, would you like to explain the operation plan which is due next April? (Andino): Another mandate from the Governor, the NYS Legislature – they signed a law for local governments to basically plan for potential health emergencies – pandemic conditions in the future and requires the town to prepare a plan of how you would operate the town under those conditions. There are number of different items that could be part of the plan, and as the supervisor indicated, this could be adopted by his people. (Gray): We could work on that as part of the board. I could ask Kris for recommendations. I don't know if I included that in your folder, and if I didn't, you'll have it tomorrow. (Andino): This is brand new. It just got enacted. It was signed by Governor Cuomo on September 7th. It basically states who's essential, who's not. You, the Town of Sennett, come up with your own plan... (Gray): And the State has to approve it. You've got to give it to the unions, etc. (Andino): There are a couple of towns in Onondaga County who have a Supervisors Association in Onondaga County – they were talking about talking to each other and coming up with a template, and we could tweak it individually – or something like that. I don't know if there's discussions – the town board wants to have another meeting so you could bounce ideas off each other.
- f. Marriage Officer appointment (temporary) - (Gray): I got a call yesterday from Angie Martino Gregory. She used to be our bookkeeper here. She's been asked by some friends to perform a wedding ceremony in the town of Sennett, within the next month. There's two ways you can do this: You can join a universal life church for \$15.00 and the State recognizes that certificate as a minister, or Rich came with this one today. Basically, the resolution appoints her...go ahead Rich. (Andino): The town board has the authority to appoint marriage officers – that max term is four years, but you can make an appointment for a shorter period. The individual has to be a resident – they only have the authority to officiate a wedding in the boundaries of the Town of Sennett, so as long as the individuals are residents and the marriage/wedding is taking place within the town, then they have the authority to officiate the wedding. There's no salary, there's no payment from the town – it's just authorizing this individual to officiate a wedding. (Gray): There's an expiration date for the end of October. So, the resolution to appoint Angie Marie Martino Gregory as a temporary marriage officer for the Town of Sennett, expiring on October 30th, 2020. I'd like to propose it. Second it? (Gagliardi): I'll second. Any discussion? Voice vote: Mr. Rizzo? (Yes), Mr. Jeffers? (Yes), Mr. Gagliardi? (Yes) and Mr. Gray? – Yes. Thank you.
- g. Letter from the Office of the Aging - (Gray): We have a letter from the Office of the Aging. It came today. It said it offered 1207 meals to 13 Seniors in the Town of Sennett over the past 12 weeks. Because of COVID and everything else, they were more isolated than they were before, etc. They're asking the town for a donation of \$360.00. In the past when this letter came, Pennie took it out of the Senior fund and Kathy said she'd be more than happy to write that check. She will write that check for the first of the year. Just to let you guys know.

(Gray): Do we have anything else? (Jeffers): Yes, the town has been asked to send a representative to the Cayuga County Water and Sewer Authority. I volunteered and was approved by them. They're going to be meeting on the 29th of September for the first meeting – the steering committee - with everything on – they are proposing on the regional master plan. Tom has a copy of it. Would you please send these guys – electronically, a copy. Look it over and if you have any comments, let me know so can go in there as a representative. (Gray): Thank you Jim, for volunteering for that. (Jeffers): If I can have any comments or concerns before then, then I can relay that. Thank you. Do we have a motion to enter into executive session to discuss personnel matters? (Gagliardi): I'll make a motion. (Gray): Second? (Rizzo): Second.

CALL FOR EXECUTIVE SESSION:

NEXT MEETING: 10/15/20.

ADJOURNMENT: 7:37 p.m.

Minutes respectfully submitted by AnnMarie Clarke