

Minutes of the Town of Sennett Town Board Meeting Held on Thursday, December 19, 2024, at 6:30 PM at the Sennett Town Office Building.

Members Present: Thomas Blair, Supervisor
James Vivenzio, Councilman
Edward Rizzo, Councilman
Kristopher LaPointe, Councilman

Absent: Michael Wellauer, Councilman

Also Present: Bill Perkins, Acting Highway Superintendent
Cheri Major, Bookkeeper
Harold Gilfus, Code Enforcement Officer
Kris LaPointe, Water Superintendent
Kathleen Salisbury, Town Clerk

Residents: Bill Feocco, Amy Rose, Cathy Faulkner, Virginia Kendrick-Bowser

Others Present: Greg Hotaling, MRB

Remotely: Rich Andino, Esq.
Tom

CALL TO ORDER - The meeting is called to Order at 6:35 p.m. by Supervisor Blair.

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

ROLL CALL - Town Clerk Salisbury opens the meeting with a Roll Call, Councilman Vivenzio, Councilman Rizzo, Councilman LaPointe, Supervisor Blair are present, Councilman Wellauer is absent.

APPROVAL OF MEETING MINUTES - Meeting Minutes for November 21, 2024 are reviewed by the Board. A motion to approve the minutes is made by Councilman LaPointe and seconded by Councilman Rizzo. 4 ayes 0 nays 1 absent. Carried.

PUBLIC HEARING - None.

SCHEDULED SPEAKERS

1. MRB - Engineering items - (PER for possible water district; GIS mapping; infrastructure studies). The report from MRB was in the Board's packet. Greg Hotaling of MRB was present and went over the monthly status report regarding the Subdivision Ad Hoc Committee, Auburn and Cayuga County water, close out of water project and the water rates study.

PUBLIC BE HEARD - Motion is made by Councilman LaPointe to open the Public Be Heard Period, seconded by Councilman Vivenzio at 6:56 pm. All in favor. 4 ayes 0 nays 1 absent, carried.

Cathy Faulkner appears before the Board to question a recent large amount water bill regarding undercharged gallons used and estimated readings for nearly 5 years. Water Superintendent LaPointe had discussed this with Ms. Faulkner and the Town Board who agreed to reduce the

bill to a wholesale charge rate. Water Superintendent LaPointe and Councilman Vivenzio will set up a meeting to discuss further.

With no further comments, a motion to close Public Be Heard is made by Councilman Rizzo and seconded by Councilman LaPointe at 7:11 pm. All in favor. 4 ayes 0 nays 1 absent, carried.

DEPARTMENT REPORTS

- a. **Attorney** – Mr. Andino appeared and went over ambulance district. Mr. Andino further advised that he provided to the Board, A RESOLUTION AUTHORIZING THE TOWN OF SENNETT TO ENTER INTO AN AGREEMENT WITH MRB GROUP TO PREPARE A MAP, PLAN AND REPORT RELATED TO THE POTENTIAL ESTABLISHMENT OF A PROPOSED WATER DISTRICT IN THE TOWN OF SENNETT. After discussion, a motion is made by Councilman Rizzo, seconded by Councilman Vivenzio to authorize the Supervisor to enter into an agreement with MRB Group to prepare a Map, Plan and Report related to the potential establishment of a proposed water district in the Town of Sennett as presented by MRB Group dated December 18, 2024, in an amount not to exceed \$14,500.

With no further discussion, a roll call vote is taken:

Roll call vote:

Councilman Vivenzio	Yes
Councilman Rizzo	Yes
Councilman LaPointe	Yes
Supervisor Blair	Yes
Councilman Wellauer	Absent

Motion carried. 4 ayes 0 nays 1 absent

Resolution is at the end of the minutes.

Attorney Andino advised he has been working on the process for the ambulance district and a call will be held after the holidays to discuss.

- b. **Bookkeeper** – Bookkeeper Major went over budget adjustments to close the year out. After discussion, a motion is made by Councilman LaPointe, seconded by Councilman Rizzo to authorize Bookkeeper Major to transfer end of your budget adjustments to balance in an amount not to exceed \$7,000.

With no further discussion, a roll call vote is taken:

Roll call vote:

Councilman Vivenzio	Yes
Councilman Rizzo	Yes
Councilman LaPointe	Yes
Supervisor Blair	Yes
Councilman Wellauer	Absent

Motion carried. 4 ayes 0 nays 1 absent

With regard to the WD 1&3 closeout, the USDA preclosing will be January 7th and closing on January 9th.

- c. **Planning Board** – Councilman Rizzo advised, on behalf of Chairman Edmunds, that subdivision applications were applied for by Lee Schooley on Turnpike Road, Grant Perry on Chatfield/Baker Road, Mary Avery on Turnpike Road, and a site plan application from Pizza Hut.
- d. **Codes/Fire Marshal** – Code Enforcement Officer Gilfus advised his report was in the Board’s packet. Issued 8 permits, 74 year to date through end of November. 10 inquiries, 9 Certificates of Compliance, 1 violation, 10 final inspections. He has been following up on previously issued permits. Has done 21 site visit inspections, and 2 fire/safety inspections. Mr. Gilfus further provided to the Board quotes for handicap

doors for the main entrance and meeting room entrance from Syracuse Doors and A 24 Hour Door National, Inc.

After discussion, a motion is made by Councilman Rizzo, seconded by Councilman LaPointe to accept the quotes from A 24 Hour Door National for the meeting room doors in an amount not to exceed \$9,900 and for the main entrance doors in an amount not to exceed \$7,700.

With no further discussion, a roll call vote is taken:

Roll call vote:

Councilman Vivenzio	Yes
Councilman Rizzo	Yes
Councilman LaPointe	Yes
Supervisor Blair	Yes
Councilman Wellauer	Absent

Motion carried. 4 ayes 0 nays 1 absent

- e. **Zoning Enforcement Officer** - Councilman Vivenzio read the report of Zoning Officer Vevone who advised he has been diligently working on subdivisions, signs, occupancy, and lot sizes. He continues to take calls on various issues.
- f. **Assessor** - Councilman LaPointe read the report of Assessor Lowe who advised that he has been processing new property tax exemptions and renewals, meetings with property owners regarding completing exemption forms, reviewed property transfers and sale listing information for discrepancies.
- g. **Fire Dept.** - Supervisor Blair read the report of the Fire Department. The Department responded to 50 alarms in November and 583 this year.
- h. **Highway Dept.** - Acting Highway Superintendent Bill Perkins advised his report was in the Board's packet. The traffic signs have been moved around. Continue to troubleshoot.
- i. **Water Dept.** - Water Superintendent advised his report was in the Board's packet. Monthly reports were done and sent to DOH, monthly samples were taken, dig requests, programmed meters and continues to install meter head replacements.
- j. **Town Clerk** - Town Clerk Salisbury advised the November 2024 monthly report was in the Board's meeting packet for their review. Fees received of \$1,220.50 for 25 dog licenses, 7 building permits, 15 death certificates, 2 marriage certificates and 6 decals, with the amounts disbursed to the Supervisor in the amount of \$803.96, \$31.00 to the NYS Animal Population Control Program, \$385.54 for decals. Water and Sewer credit card and e-check payments is up and running and available for use. Notes will be put on the water bills. Credit cards and ACH payment for taxes will be up and running in January and it will be put on the tax bills.
- k. **Dog Control Officer** - Councilman Vivenzio advised there was no report. A quote has been received from Canine Cove for future services due to the retirement of Fingerlakes Dog Protection Agency.
- l. **Committees**
 - *Parks & Rec* - Councilman Rizzo advised that the fence area has been staked out by Connor Fence, with a hopeful start in January. The committee continues to search for affordable restrooms. A SAM grant was applied for. Will need signs for the dog park.
 - *Veteran Affairs* - Looking for a new chairman. There have been no recent meetings. A new contractor has been hired to complete the veterans memorial area. A VSO replacement will be needed due to the unavailability of Mr. Jenks.
 - *Sennett Seniors* - The last meeting was held on 12/10. The next meeting will be held in April 2025.
 - *Historians* - Jim Vivenzio advised he and Scott Longtin completed the genealogy.

OLD BUSINESS

- Town Records Project grant award and status - waiting for final approval from the State.
- Handbook updates - changed providers. Work in progress.
- E-Code 360 codification project status - waiting for Locals Laws prior to 1998 from the State to be sure we have all of the laws on file with the State.
- Water & Sewer Rate studies - continuing evaluation, contact GHD who is working with MRB.
- Town Hall capital needs - sidewalks, etc. - sidewalks revisited after memorial park is complete.
- Town branding & marketing project (Jim Vivenzio) - continue to review for signs and colors.
- Vehicle and Traffic Safety Signs status & results - discussed earlier.
- AED purchases/replacements (MWellauer + BLaSagna) - tabled
- Employee positions to fill - water department. An ad will be placed in the Citizen.
- Water & Sewer ACH/Credit card status (by district) - updated earlier

NEW BUSINESS

- Judicial appointment - there is an interested Judge to replace Judge Timian who will be retiring.
- Greater Tompkins - 2025 MCA (Municipal Cooperative Agreement) Resolution - resolution to be signed for approval of amending for new members joining the program.

After discussion, a motion is made by Councilman Vivenzio, seconded by Councilman LaPointe authorizing the Supervisor to sign the 2025 Agreement with the Tompkins County Municipal Health Insurance Consortium.

With no further discussion, all in favor.

Motion carried. 4 ayes 0 nays 1 absent

SUPERVISOR CORRESPONDENCE/REPORT -

Supervisor had employee meeting regarding health insurance and payroll update. Has met with department heads and continues to work with Bookkeeper Major on payroll program.

Supervisor Blair recommends organizational meeting be held January 2, 2025 at 5:30 p.m.

EXECUTIVE SESSION (IF NECESSARY) - NONE

PAYMENT OF MONTHLY BILLS - Vouchers - Motion by Councilman Rizzo, seconded by Councilman LaPointe to pay the vouchers with three or more signatures. With no further discussion, a roll call vote is taken:

Roll call vote:

Councilman Vivenzio	Yes
Councilman Rizzo	Yes
Councilman LaPointe	Yes
Supervisor Blair	Yes
Councilman Wellauer	Absent

Motion carried. 4 ayes 0 nays 1 absent

MOTION TO ADJOURN MEETING - Motion to adjourn was made by Supervisor Blair, seconded by Councilman LaPointe. All in favor. 8:26 p.m.

Next regular meeting: January 16, 2025.

Respectfully submitted,

Kathleen Salisbury, Town Clerk
Town of Sennett

DRAFT

RESOLUTION #010 - 12-18-2024 - MRB GROUP TO PREPARE MAP, PLAN AND REPORT

**TOWN OF SENNETT
TOWN BOARD RESOLUTION**

December 19, 2024

**A RESOLUTION AUTHORIZING THE TOWN OF SENNETT TO ENTER INTO AN
AGREEMENT WITH MRB GROUP TO PREPARE A MAP, PLAN AND REPORT
RELATED TO THE POTENTIAL ESTABLISHMENT OF A PROPOSED WATER
DISTRICT IN THE TOWN OF SENNETT**

The following resolution was offered by Councilor Rizzo, who moved its adoption, seconded by Councilor Vivenzio, to wit:

WHEREAS, the Town Board of the Town of Sennett has been considering establishing a new water district to be known as Water District #8 in the area of Route 20, Mandy Rue, Carrie Court and Swamp Road, and

WHEREAS, MRB Group, the Town's engineers, conducted a preliminary review of the proposed Water District #8; and

WHEREAS, MRB Group, is duly qualified to prepare a formal map, plan and report for the proposed Water District #8 consistent with the requirements of New York State Town Law; and

WHEREAS, the Town of Sennett Town Board has been presented with an Engineering Services Proposal from MRB Group, dated December 18, 2024, covering the preparation of a formal map, plan and report for the above referenced Water District.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Sennett does hereby authorize the Town Supervisor to execute an agreement with MRB Group to perform the services outlined more particularly in said Engineering Services Proposal, namely the preparation of a map, plan and report relative to the establishment of a new Water District #8 in the Town of Sennett, at a cost not to exceed \$14,500.00; and be it further

RESOLVED, that if additional funds are necessary for the completion of the map, plan and report, further authorization from the Town Board shall be required; and be it further

RESOLVED, that if the Town Board shall thereafter authorize the establishment or extension of a water district and construction of the same, the expense of the map, plan and report as specified above, shall be deemed to be part of the cost of said water system improvements, and the Town General Fund shall be reimbursed the amount paid therefore with interest as applicable; and it is further

RESOLVED, that this resolution is subject to a permissive referendum as required by Sections 191-a and 209-b of the Town Law.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Thomas Blair	Supervisor	Voted	Yes
Kristopher L. LaPointe	Councilor	Voted	Yes
Edward Rizzo	Councilor	Voted	Yes
James Vivenzio	Councilor	Voted	Yes
Michael Wellauer	Councilor	Absent	

The foregoing resolution was thereupon declared duly adopted.

DATED: December 19, 2024

CERTIFICATE

STATE OF NEW YORK)
COUNTY OF CAYUGA)

I, the undersigned Town Clerk of the Town of Sennett, Cayuga County, New York, **DO**
HEREBY CERTIFY:

That I have compared the foregoing Resolution with the original thereof on file in the Office of the Town Clerk of the Town of Sennett, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting and that, pursuant to Section 103 of the Public Officers Law, said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Town on December 19, 2024.


KATHLEEN SALISBURY
Town Clerk



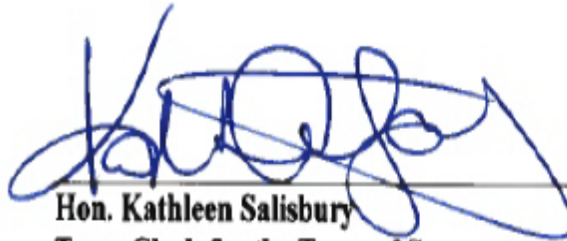
NOTICE OF ADOPTION OF RESOLUTION
SUBJECT TO PERMISSIVE REFERENDUM

NOTICE IS HEREBY GIVEN, that at a regular meeting held on December 19, 2024, the Town Board of the Town of Sennett duly adopted a resolution, an abstract of which follows, which resolution is subject to a permissive referendum pursuant to Sections 191-a and 209-b of the New York State Town Law. The full resolution and associated documentation are on file in the office of the Town of Sennett Town Clerk, 6931 Cherry Street Road, Auburn, New York 13021 for review by all interested parties during regular business hours.

ABSTRACT

The Town of Sennett Town Board has approved a resolution authorizing the Supervisor to execute an agreement with MRB Group to prepare a map, plan and report relative to the establishment of a new Water District #8 in the Town of Sennett in the area of Route 20, Mandy Rue, Carrie Court and Swamp Road. If the Town Board shall thereafter authorize the establishment or extension of a water district and construction of the same, the expense of the map, plan and report shall be deemed to be part of the cost of said water system improvements, and the Town General Fund shall be reimbursed the amount paid therefore with interest as applicable.

Dated: December 19, 2024
Auburn, New York


A handwritten signature in blue ink, appearing to read 'Kathleen Salisbury', is written over a horizontal line.

Hon. Kathleen Salisbury
Town Clerk for the Town of Sennett