

Sennett Town Board Regular Monthly Meeting

Meeting minutes

Minutes of the Town of Sennett Town Board Meeting Held on Thursday, February 20, 2025, at 6:00 PM at the Sennett Town Office Building.

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

Also Present: Cheri Major, Bookkeeper
Harold Giffus, Code Enforcement Officer
Kris LaPointe, Water & Sewer Superintendent
Kathleen Salisbury, Town Clerk
Town Justice Richard Timian
Town Justice Kate Sholar
Brandon La Sagna, Highway Superintendent (arrived at 6:30pm)

Residents: Bill Feocco

Remotely: Richard J. Andino, Esq.
Emilio Moran & Greg Hotaling, MRB
Jerry Vevone, Zoning Officer
Tom G., Kelly S., Phil M., MP

Call to Order

The meeting was called to order by Supervisor Blair.

Pledge of Allegiance

The Pledge of Allegiance was recited, followed by a prayer by Supervisor Blair.

Roll Call

Supervisor Blair conducted a roll call. Councilman Vivenzio, Councilman Wellauer, Councilman Rizzo, Councilman LaPointe and Supervisor Blair were present.

Approval of Minutes

Supervisor Blair asked for a motion to approve the minutes from last month's meeting.

Motion to approve the minutes as printed was made by Councilman LaPointe and seconded by Councilman Vivenzio. The motion passed unanimously.

Public Hearings

There were no public hearings for this meeting.

Scheduled Speakers

MRB – Engineering items – (Possible water district 8 updates; GIS mapping; infrastructure studies, wholesale water agr., Grant writing, Subdivision Law)

Emilio Moran from MRB provided updates on several engineering projects:

- Master Plan: MRB sent examples of previous master plans to the town for review. They requested the town identify relevant items and schedule a workshop to determine what to include in the master plan.
- Water Rate Study: The city of Auburn is handling this and will provide customized recommendations for water rates.
- Ambulance District: MRB completed the ambulance district report narrative and will send it to the town for review.
- Water District 3 GIS: MRB conducted training with Water Superintendent Kris LaPointe on using the GIS system. Further customization will be done as Kris becomes more familiar with it.
- Planning Board: MRB's planning department continues to assist with planning board needs. The subdivision code update committee has gone through several revisions.
- Local Government Records Management Improvement Fund: The grant agreement was signed. The town is reviewing a proposal for document management software.
- Water District 8: MRB completed the Map Plan Report and sent it to the town. They are waiting on state guidance for the WIIA program requirements. MRB provided the SEQR Part 1 form to the town.

Supervisor Blair asked about including 18 households from Swamp Road in the Water District 8 plan. Emilio confirmed this was included in the map plan report along with well testing data. The report can be used as a basis for WIIA, Earmark, and NBRC grant applications.

There was discussion about the timeline for reviewing the map plan report and scheduling a public hearing. The board tentatively scheduled a special meeting for March 4th at 6pm to review the report, subject to confirmation of publication requirements for the public hearing notice.

Motion to tentatively schedule a special meeting on March 4th at 6pm to review the Water District 8 map plan report was made by Councilman LaPointe and seconded by Councilman Vivenzio. The motion passed unanimously.

The board discussed coordinating with bond counsel and financial advisors on next steps. Supervisor Blair said he would send a group email to coordinate.

Judicial recognition (R. Timian)

The board presented a proclamation and plaque to Judge Richard Timian in recognition of his retirement after 18 years as town justice. Judge Timian expressed his gratitude and appreciation for the support he received during his tenure.

Public Be Heard (3 Minute Time Limit Per Speaker)

Motion to open public be heard was made by Councilman LaPointe and seconded by Councilman Wellauer at 6:28 p.m. The motion passed unanimously.

There were no speakers for public be heard.

Motion to close public be heard was made by Councilman LaPointe and seconded by Councilman Rizzo at 6:28 p.m. The motion passed unanimously.

Department Reports

Attorney (ambulance district)

Mr. Andino reported that he is preparing necessary documents to move forward on the Water District and Ambulance District projects. He will prepare public hearing orders and formation resolutions for the Ambulance District once MRB completes the map plan and report.

Bookkeeper (Time/benefits system; budget adjustments, audits)

Bookkeeper Major requested approval to write a check for \$1,100 to balance the court account. There was discussion about the process and accounting for this transaction.

Motion to transfer \$1,100 from the general fund to Judge Riley's account to bring a zero balance for the year end 2024 accounting was made by Councilman Wellauer and seconded by Councilman LaPointe. The motion passed unanimously in a roll call vote.

Bookkeeper Major also mentioned she is still waiting on contacts for the payroll system and hopes to close the 2024 year-end books within a couple of weeks.

Planning Board

Councilman Rizzo advised on behalf of Chairman Edmunds that they are still waiting on additional documents for Pizza Hut and a public hearing for Pizza Hut would be held in March. Supervisor Blair advised there are openings for a full member and two alternates.

Codes/Fire Marshall

Mr. Gilfus reported:

- No permits were issued in January
- 6 certificates of compliance were issued
- 15 inspections and 5 fire safety inspections were conducted
- There are currently 37 open permits

Mr. Gilfus also mentioned the new ADA-compliant doors were installed in the meeting room and front entrance.

Zoning Enforcement Officer

Mr. Vevone reported via phone:

- He addressed questions about two properties
- Pizza Hut project is continuing
- Auburn Auto is preparing to submit plans for a subdivision
- Schooley subdivision is moving forward with guidance from Mr. Andino
- A property on Mutton Hill is being held for a bank

Assessor

Councilman LaPointe reported on behalf of Mr. Lowe:

- Processing yearly exemption renewal forms and new applications
- Reminder letters sent to property owners who haven't returned renewal forms
- Building permits entered into RPS4 software
- Reviewed recent property transfers for inventory accuracy

Fire Dept.

Mr. La Sagna reported:

- 51 calls in January, including 1 structure fire, 28 rescue/EMS calls, 2 hazardous conditions, 2 service calls, 16 good intents, and 3 false alarms
- Working with code enforcement on false alarms at Sennett Meadows

- Discussed training staff on CPR and AED use

Highway Dept.

Mr. La Sagna reported:

- Busy month with snow removal and salting
- Dealing with salt shortage issues
- New 10-wheeler truck arrived and is being prepared for service
- Addressing resident complaints about snow removal
- Discussed park maintenance and vehicle issues in the town park during winter

Water Dept. (Wholesale IMA and studies)

Water Superintendent LaPointe reported:

- Water main break repaired on Grant Ave
- Completed directional drilling for water service at Fox Honda
- Resolved billing issues with two customers
- Installed 26 meters since last board meeting
- Cleaned around hydrants in Districts 2 and 6
- Addressed a sewer issue on Wegman Street
- Received 24 applications for open position, narrowed down to 4-5 candidates

There was discussion about investigating water service to Owens Illinois and potential revenue implications for the town.

Town Clerk

Ms. Salisbury reported:

- Received \$370.23 in fees
- Busy month for tax collection, with about \$106,000 collected via credit card/checks
- Presented contracts for laser fiche services (\$9,095) and computer security updates (\$3,009 for 3 years)

Motion to approve \$3,009 for a three-year SonicWall upgrade from Business Systems of Central New York was made by Councilman LaPointe and seconded by Councilman Vivenzio. The motion passed unanimously in a roll call vote.

Animal Control

Councilman Vivenzio reported on behalf of the new Animal Control Officer, Suzie Tracy:

- One complaint received
- No dogs seized, redeemed, adopted, euthanized, or licenses issued
- One loose dog reported on North Street Road with unknown owner

Committees (Parks, Veteran Affairs, Sennett Seniors, Historian)

Parks: Councilman Rizzo reported the dog park fence is about 75% complete. Working on getting bids for bathrooms. The board discussed setting up a meeting to review signage and rules. Supervisor Blair advised a first donation was received from the Hammonds.

Veterans Affairs: Supervisor Blair reported plans to restart the committee in March. Updates on veteran service officer availability and potential new candidate. Flagpole project moving forward with J&J Landscaping.

Sennett Seniors: Ms. Salisbury reported the seniors had a small committee meeting to plan trips and discuss the garage sale.

Historian: Mr. Vivenzio reported he is digitizing town history documents.

Old Business

Town Records Project grant award and status

This was discussed during the Town Clerk's report.

Handbook updates (Underway)

Supervisor Blair mentioned he emailed the company again about this project.

E-Code 360 codification project status

Ms. Salisbury reported she contacted General Code and has forms to fill out to move the project forward.

Town Hall capital needs – sidewalks, etc.

The board decided to wait until spring to reassess.

Town branding & marketing project (Jim Vivenzio)

This item was briefly mentioned but not discussed in detail.

Vehicle and Traffic Safety Signs status & results

Supervisor Blair requested reports be pulled for the March 4th meeting to review how the signs are working.

AED purchases/replacements (MWellauer + BLaSagna)

Councilman Wellauer and Mr. La Sagna discussed the need for AED training and certification. Mr. La Sagna offered to reach out to Dr. Donello about medical director requirements. The board discussed organizing CPR/AED training for town employees.

Employee positions to fill

This was briefly mentioned during department reports.

Boards in need of new members

The board discussed openings on the Planning Board and Zoning Board of Appeals.

Motion to elevate Mr. Magdziak from alternate to regular ZBA board member for a 5-year term was made by Councilman LaPointe and seconded by Councilman Rizzo. The motion passed unanimously.

Water & sewer ACH/Credit card status (by district)

Ms. Salisbury reported the system is working, with about \$8,000 collected so far.

ADA doors

This was mentioned during the Codes/Fire Marshall report.

Vitale Bond reduction request

Councilman LaPointe provided an update on the Vitale account status. Supervisor Blair said he would review the out-of-district user agreement and respond to Mr. Vitale's request for an accounting.

New Business

Tubman Scenic Byway Resolution request

The board discussed a resolution request related to the Harriet Tubman Underground Railroad New York Scenic Byway. They decided to refer the matter to the Planning Board for review and advice before taking any action.

Supervisor Correspondence/Report

Supervisor Blair mentioned upcoming meetings regarding traffic safety at the five-way intersection with Skaneateles.

The board also discussed cemetery maintenance costs and responsibilities. They decided to gather more information and revisit the topic at the March 4th meeting.

Executive Session – as needed

No executive session was held.

Payment of Monthly Bills

Motion to pay the bills with three or more signatures was made by Councilman Rizzo and seconded by Councilman LaPointe. The motion passed unanimously in a roll call vote.

Adjournment

Motion to adjourn was made by Councilman LaPointe and seconded by Councilman Rizzo. The motion passed unanimously.

The meeting was adjourned at 8:06 p.m.

Next regular meeting: March 20, 2025

Respectfully submitted,

Kathleen Salisbury, Town Clerk
Town of Sennett