

Sennett Town Board Regular Monthly Meeting

Meeting minutes

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

Members Present: Thomas Blair, Supervisor
Michael Wellauer, Councilman
Kristopher LaPointe, Councilman
James Vivenzio, Councilman (arrived at 5:39 pm)

Excused: Edward Rizzo, Councilman

Also Present: Cheri Major, Bookkeeper
Harold Gilfus, Code Enforcement Officer
Brandon La Sagna, Highway Superintendent
Kathleen Salisbury, Town Clerk

Residents: Bill Feocco, Ed Magdziak, Amy Rose

Others Present: Jim Sevier, Bill Faulkner, Linda Bibbens, Wayne Bibbens, Deborah Bibbens Young

Remotely: Tom G., Bill Perkins

Call to Order

Supervisor Blair called the meeting to order just after 6:00 PM.

Pledge of Allegiance

Supervisor Blair led the Pledge of Allegiance to the flag of the United States of America, followed by a prayer.

Roll Call

Kate Salisbury conducted the roll call:

- Councilman Vivenzio: Present
- Councilman Wellauer: Present
- Councilman LaPointe: Present
- Supervisor Blair: Present

Supervisor Blair noted that Councilman Rizzo was excused.

Approval of Minutes

Supervisor Blair mentioned that the meeting minutes for the month of February were emailed to the board members. He noted that there were three sets of minutes: the January 2nd organizational meeting, the February 20th regular meeting, and the special meeting on March 11th. Supervisor Blair expressed appreciation for the new organization of the minutes.

Motion: Supervisor Blair made a motion to accept the minutes as written. Councilman Vivenzio seconded the motion.

The motion carried unanimously.

Public Hearings

Supervisor Blair noted that there were no public hearings scheduled for this meeting.

Scheduled Speakers

MRB – Engineering Items

Supervisor Blair reported that both Mr. Hotaling and Mr. Moran from MRB had conflicts and were unable to attend the meeting. He provided updates on their behalf:

- MRB is working on the map plan report for the proposed water district 8. The report has been published on the town's website.
- The board requested MRB to create a 1-2 page executive summary of the water district costs to mail to all residents in the district.
- MRB is also working on the ambulance district proposal, putting together a map plan report.
- They are assisting with water department matters, including finalizing water costing details.
- MRB is still working on subdivision regulations for the planning board.

Supervisor Blair discussed the option of mailing information about the proposed water district to residents. The board agreed to send out envelopes containing a one-page document with an executive summary of the water district findings on cost.

Public Be Heard

Motion: A motion was made to open the Public Be Heard session. Councilman LaPointe made the motion, and Councilman Wellauer seconded it.

The motion carried unanimously.

James Sevier and Bill Faulkner from the Sennett Rural Cemetery spoke about financial assistance for lawn mowing. They explained that last year, they received \$3,500 from the town but had an overage of \$2,100. They requested reimbursement for the overage and a budget of \$5,000 for the upcoming mowing season.

After discussion, the board decided to reimburse the \$2,100 overage from last year and approve a \$5,000 budget for the upcoming season.

Motion: Councilman Vivenzio made a motion to give the Sennett Rural Cemetery the \$2,100 owed for last year's mowing and up to \$5,000 discretionary money for the next season. Councilman LaPointe seconded the motion.

The motion passed unanimously.

With no other speakers, the Public Be Heard session was closed.

Department Reports

Attorney

Supervisor Blair reported on behalf of Mr. Andino, who was not in attendance. He mentioned that the attorney is progressing on tracking down final professional fee estimates for the ambulance district and working on Water District 8 matters. The attorney's fees for the ambulance district are expected to be less than \$5,000, while the engineer's fees are anticipated to be less than \$10,000.

Bookkeeper

Cheri, the bookkeeper, presented financial reports for the start of 2025. She mentioned that she would be transferring money to cover HRAs and moving funds back into investments now that tax money has been received. She and Supervisor Blair will meet to discuss before completing transfers. Cheri also reported that she sent the last piece of paperwork needed for the audit but hasn't heard back yet.

Supervisor Blair and Cheri discussed the status of AUD (Annual Update Document) filings, noting that they are still working on 2022 and 2023 reports.

Planning Board

A report was read on behalf of the Planning Board:

- Mike O'Neill has two applications before the board: a new Pizza Hut building and a Panera Bread project. Both applications were tabled due to health reasons.
- There was discussion about a property across from the new Fox Honda and Chrysler dealership on Grant Ave, which the dealership wishes to purchase for vehicle parking.
- The board informed the dealership about the steps needed to submit a formal application.

Codes/Fire Marshall

Mr. Gilfus reported:

- 4 permits issued in February (4 year-to-date)
- 3 permits closed out, 3 certificates of compliance issued
- 6 inquiries received
- Fees assessed: \$180
- Project value: \$142,655
- 9 fire safety inspections conducted
- He will be attending annual training from April 8-10 to maintain code certification

Zoning Enforcement Officer

Councilman Wellauer reported on behalf of the Zoning Enforcement Officer, covering various zoning inquiries and discussions, including:

- Use of an old gift shop for mixed-use with a bakery
- Use of an old gift shop for a chiropractic office with rehabilitation
- Zoning questions regarding Panera Bread, Napa, and Chipotle
- Review of the engineer's report on Pizza Hut

Assessor

Councilman LaPointe reported on behalf of the Assessor:

- February and March were spent processing exemption renewals and mailing reminder letters
- New exemptions were accepted and processed
- New York State provided an equalization rate for the Town of Sennett for 2025 at 61%, down from 70% in 2024

Fire Department

A report was presented on behalf of Chief Holmes:

- 64 alarms last month (115 year-to-date)
- Breakdown of incidents: 40 rescue and EMS, 1 hazardous condition, 8 service calls, 8 good intent, 6 false alarms, and 1 severe weather and natural disaster
- There were some issues at Sennett Meadows, but they seem to have been corrected

Highway Department

Mr. La Sagna reported:

- The new truck is lettered and ready for registration
- The department has an opportunity to purchase a used Gradall ditching machine for \$60,000
- Dumpster days are scheduled for May 3-4
- Paving plans include South Hunter Ave, Foxcroft Circle, and Parkwood Lane
- Oil and stone work planned for Swamp Road, Parcel Road, Old Parcel, and Cherry Street

The board discussed and approved the purchase of the Gradall machine.

Motion: Councilman LaPointe made a motion to buy the excavator for \$60,000. Councilman Vivenzio seconded the motion.

The motion passed unanimously via roll call vote.

Water Department

A report was presented on behalf of the Water Department:

- Water reports were completed and submitted to the Department of Health
- Water samples were taken in districts 2 and 3
- Daily checks of the pump station at Franklin Street
- Sent sewer and water meeting meter readings to the city
- About 200 meters left to install
- Repaired a water leak on Mutton Hill Road
- Investigated the South Hunter water leak (not the hydrant)
- Signed up for a conference at Turning Stone in May

Councilman LaPointe added that Morsch repaired a break on Mutton Hill Road at no charge, despite being outside the warranty period.

Town Clerk

Kate Salisbury reported:

- Received \$301.50 in fees (\$98.50 to general fund, \$3 to animal population control)
- The deputy clerk is working on boxing up documents for digitizing

Animal Control

Councilman Vivenzio presented the dog control report for February 2025:

- 3 complaints
- 2 dogs seized and sheltered
- 1 dog redeemed
- 1 license application

Committees

Parks Committee

Councilman LaPointe reported:

- The dog park fence is completed
- Signage is still needed before opening
- Plans for additional amenities like shade trees and picnic tables
- Blueprints for the new restroom have been sent out for bidding
- Volunteers are planning to work on the waterline this spring

The board tentatively set May 1st as the opening date for the dog park, pending completion of signage.

Sennett Seniors

No report was given, as meetings will resume next month.

Historian's Report

Councilman Vivenzio reported:

- The bible found in the vault has been returned to the family
- Work is ongoing to digitize historical documents about the town
- Copies of the "History of Sennett" have been distributed

Veterans Committee

Supervisor Blair reported:

- The committee has not met over the winter
- The next scheduled meeting is in April
- Current projects include identifying and memorializing veterans from the Town of Sennett
- Work on Memorial Park is progressing, with J&J Landscaping taking over the project

Old Business

Town Records Project

Kate Salisbury and Jeana are continuing to gather records for digitization.

Handbook Updates

Supervisor Blair noted that he needs to follow up on this item.

E-Code 360

Kate Salisbury reported that all the records and laws have been received and are being prepared for submission to E-Code 360.

Town Hall Capital Needs

Supervisor Blair mentioned plans to replace cracked sidewalks after the park project is completed. He also brought up the need for parking lot striping and handicap spaces.

Town Branding & Marketing Project

Supervisor Blair and Councilman LaPointe reported that they are making progress on this project.

Vehicle and Traffic Safety Signs

Kate Salisbury presented reports on traffic data from various locations in the town. The board discussed speeding issues and the effectiveness of the traffic calming measures implemented.

AED Purchases/Replacements

Supervisor Blair noted that they are still waiting to hear back from the doctor regarding this item.

Employee Positions

Supervisor Blair mentioned the need to fill positions on the Board of Assessment Review, Zoning Board, and Planning Board. He plans to include these openings in the upcoming newsletter and on the town's website and Facebook page.

Boards

This item was covered under Employee Positions.

Water & Sewer

Supervisor Blair asked for an update on the number of users utilizing the new ACH and credit card payment options for water and sewer bills and to provide at next meeting.

ADA Doors

The board noted that the ADA doors have been completed and are operational.

Vitale Bond Reduction Request

Supervisor Blair discussed the status of the Vitale bond reduction request, noting that there are outstanding bills to be considered before making a decision on returning the bond money.

New Business

Dog Park

This item was covered under the Parks Committee report.

Supervisor Correspondence/Report

Supervisor Blair reported on two main items:

- He attended a meeting in Skaneateles regarding the 5-way intersection, discussing potential safety improvements and the formation of a joint committee between Skaneateles and Sennett to address the issue.
- The county Office of Real Property Services has updated their method for apportioning staffing expenses to towns. This will result in an increase of \$4,657 in costs for the Town of Sennett, bringing the total to \$15,153.

Executive Session

No executive session was required.

Payment of Monthly Bills

Motion: Councilman Wellauer made a motion to pay the bills with three or more signatures. Councilman Vivenzio seconded the motion.

The motion passed unanimously.

Adjournment

Motion: Councilman Wellauer made a motion to adjourn. Councilman LaPointe seconded the motion.

The motion passed unanimously, and the meeting was adjourned at 7:37 p.m..

Next regular meeting: April 17, 2025

Respectfully submitted,

Kathleen Salisbury, Town Clerk

Town of Sennett