

# Sennett Town Board Regular Monthly Meeting

## December 18, 2025

Minutes of the Town of Sennett Town Board Meeting Held on Thursday, December 15, 2025, at 6:00 PM at the Sennett Town Office Building.

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

Also Present: Kris LaPointe, Water & Sewer Superintendent  
Harold Gilfus, Code Enforcement Officer  
Kathleen Salisbury, Town Clerk  
Brandon La Sagna, Highway Superintendent  
Cheri Major, Bookkeeper  
Hayden Hares, Incoming Highway Superintendent

Residents: Bill Feocco, Amy Rose

## Pledge of Allegiance

The board and attendees rose for the Pledge of Allegiance, followed by a prayer for wisdom and guidance in conducting town affairs, and blessings for residents, military members, and first responders.

## Roll Call

Roll call was conducted with all members present: Councilman LaPointe, Councilman Wellauer, Councilman Vivenzio, Councilman Rizzo (joining remotely via Teams with address pre-published in newspaper and is a voting member pursuant to town law), and the Supervisor.

## Approval of Minutes

The board reviewed the proposed minutes from the previous meeting compiled by the Town Clerk. There was an executive session last month with no actions taken, therefore no minutes from that session.

*Motion: To approve the minutes as presented. Motion by Mr. Vivenzio, seconded by Mr. Wellauer. All in favor, aye. Motion carried 5-0.*

## Public Hearing(s) - None

No public hearings were scheduled.

## Scheduled Speakers

### MRB – Engineering items

MRB Group was not present for the meeting. The Supervisor provided updates on their behalf: the Water District 8 WIIA grant announcement is expected any day after December 1st; GIS mapping work continues with the water department; wholesale water agreement meeting scheduled for 10:00 AM the next morning at City Hall; grant writing for a SAM grant in spring for the park was requested from MRB; and a government efficiency grant opportunity was shared with MRB for potential consolidation of services. MRB provided a proposal for master

planning for water and sewer infrastructure, estimated at \$60-70,000, which the Superintendent was working to reduce by utilizing existing in-house information.

## Public Be Heard

*Motion by Councilman LaPointe to open Public Be Heard, seconded by Councilman Wellauer. All in favor, aye.*

No members of the public wished to speak.

*Motion by Councilman Wellauer to close Public Be Heard, seconded by Councilman LaPointe. All in favor, aye.*

## Department Reports

### Attorney

Mr. Andino was not present. The Supervisor reported on ongoing matters including ambulance district work with two calls last week and a possible meeting scheduled. All certificates of need have been received with assistance from Jason Green. A call with Mr. Andino, engineers, and ambulance personnel is scheduled to finish the map plan report with response times and cost per resident. Plans are being made for a public information session in the near future. The session would present ambulance service information including costs and response times for a 24/7 ambulance at Station 2. Governor Hochul signed legislation allowing more ambulance district consolidations. The town has five certificates of need, including one for Rolling Wheels Speedway, AMR (formerly Rural Metro), Old Erie (formerly Weedsport), Jordan, and TLC (school district only). Managing these CON holders will be necessary if the town creates an ambulance district. Other matters include ongoing litigation with Auburn Associates regarding the plaza with the movie theater, and a dismissed personal injury lawsuit regarding a sidewalk.

### Bookkeeper

The bookkeeper requested approval for a capital asset threshold policy. The auditors need a policy for tracking assets for the 2023 audit. Discussion centered on establishing a dollar threshold between \$5,000-\$10,000 for tracking capital assets.

*Motion: To create a designation that any capital assets purchased for \$5,000 or more be capital assets for auditing purposes. Motion by Mr. Rizzo, seconded by Mr. Wellauer. Roll call vote: Mr. LaPointe - yes, Supervisor - yes, Mr. Wellauer - yes, Mr. Vivenzio - yes, Mr. Rizzo - yes. Motion carried 5-0.*

The bookkeeper distributed packets showing sales tax revenue of \$1,122,000 year-to-date before fourth quarter, and park fund balance of \$280,562 as of November 30, 2025. Discussion followed regarding the time/benefits system, with the decision made to terminate the HR One vendor and return to previous methods. The highway department will continue using the time clock while reverting to manual processes.

### Planning Board

The Planning Board did not have a meeting this month and has been quiet for 3-4 months. No January meeting is currently scheduled.

### Codes/Fire Marshall

Mr. Gilfus reported issuing 6 permits in November (62 year-to-date), collecting \$1,040 in fees (\$14,174 year-to-date), with project values of \$718,500. He conducted 18 inspections and 4 fire safety inspections, closed 5 projects, and issued one violation for junk cars on Turnpike Road. He is working with the property owner who requested time until spring for cleanup, and the owner acknowledged the violation. Two property maintenance violations were satisfied and closed out.

## Zoning Enforcement Officer

Mr. Vevone's report mentioned ongoing matters including zoning compliance regarding an in-law apartment, Schooley subdivision, and expansion of a storage facility.

## Assessor

The Assessor's report indicated time spent with property owners regarding property tax exemption deletion or renewal forms. Recent property sale listings were reviewed for inventory discrepancies and necessary changes were made to RPS software.

## Fire Dept.

Deputy Chief LaSagna reported 34 alarms in November for a year-to-date total of 578, having already eclipsed 600 for the year. The department responded to two structure fires in neighboring districts last month and two more this month. EMS and rescue calls remain the highest category. Mutual aid received totals 260 year-to-date, primarily for ambulance calls since the department doesn't have an ambulance service. The department provided mutual aid 31 times year-to-date. The working relationship with Weedsport for water main operations was noted as beneficial.

## Highway Dept.

Mr. LaSagna reported a busy period with salting in November and early December due to significant snowfall over the past week and a half. Routine maintenance and truck repairs continued. The brush pile cable and material arrived, but signage is needed before installation. Work continues on boiler issues with coordination between vendors. Salt deliveries are arriving as available, with suppliers very busy. Damage on Wegman Street will be addressed in spring. This was Mr. LaSagna's final regular town board meeting as Highway Superintendent. The Supervisor thanked him for his service and availability to help with the transition.

## Boiler Discussion

The board reviewed three quotes for boiler replacement: Gallinger-Lilly at \$59,975 for a single boiler (no indirect water heater included), Card Plumbing at \$51,578 for single boiler or \$44,680 for dual boiler system (both including 40-gallon indirect water heater and side-wall venting), and Empire Mechanical at \$59,500 for single boiler with 30-gallon indirect water heater (chimney venting). Discussion covered efficiency ratings (85% for single boiler, 95% for dual boiler systems), redundancy benefits of dual systems, and side-wall versus chimney venting. Card Plumbing conducted extensive on-site measurements while Empire did not use measuring equipment. The dual boiler system from Card was noted as less expensive than their single boiler option. Mr. LaPointe and Mr. Wellauer were tasked with meeting with Mr. Card to discuss details, timeline, and contract terms, with a carbon monoxide monitor check to be conducted. A decision will be made at the year-end meeting on December 30th at 6:00 PM. Funding is available in the building improvements capital reserve account with over \$100,000 available.

## Water Dept.

Mr. LaPointe reported standard operations with a couple of pole-related calls on Franklin Street Road following an accident. Hot box heaters are working properly. A frozen hydrant near the jail was repaired. Several call-ins and dig requests were handled. An inside leak at a residential property with high water bill was resolved. Quarterly samples came back satisfactory. The master meter at the hot dog location for Districts 1 and 3 (serving Weedsport) has failed. According to the 1995 Auburn contract, the city is responsible for that connection and meter at approximately \$17,000 with no cost to Sennett. Mr. LaPointe ordered Master Meter equipment to maintain consistency with the town's system. A wholesale water agreement meeting is scheduled for 10:00 AM the following day with the city.

## Water Contract Extensions

The board discussed two water contract matters:

*Motion: To authorize the Supervisor to sign the one-year extension with the City of Auburn for the existing water contract at current rates. Motion by Mr. LaPointe, seconded by Mr. Vivenzio. All in favor, aye. Motion carried.*

The Village of Weedsport requested reduction of the Sennett markup from 20% to 10%. Water District 3 has accumulated \$156,000 in reserves over 7-8 years from the Weedsport markup, averaging \$23,000 annually.

Discussion covered the history of the agreement, responsibility for infrastructure, and fair allocation. Mr. Rizzo noted that 12 years ago Water District 3 was \$107,000 in arrears due to only charging Weedsport 4% markup without accounting for 18-20% water loss. Concerns were raised about future line replacement costs and that Weedsport doesn't share in operations and maintenance. Mr. LaPointe noted the strong working relationship with Weedsport's water department. The bookkeeper suggested that if Auburn's rates drop through the wholesale study, that could offset the markup reduction. A discussion was held.

*Motion: To offer the Village of Weedsport renewal of a one-year contract with Sennett markup moving from 20% to 15% above cost, if they agree to it. Motion by Mr. LaPointe, seconded by Mr. Vivenzio. Roll call vote: Mr. Rizzo - yes, Mr. LaPointe - yes, Supervisor - yes, Mr. Wellauer - yes, Mr. Vivenzio - yes. Motion carried 5-0.*

## Town Clerk

The Town Clerk reported receiving \$1,477.50 in November: \$340.17 for dog licenses with decals, \$17 for animal population control, \$22.50 for marriage licenses, and \$1,007.83 to the general fund. Training continues on LaserFiche records management system, with all training recorded for others to access.

## Animal Control

The Animal Control report showed 1 complaint for November, with dogs running at large in the Tractor Supply lot with unknown owners. One notice to appear was issued.

## Committees

### Parks Committee

Discussion focused on the park project bids received December 4th. The lowest general contractor bid was \$497,000, with additional plumbing, electrical, and HVAC bids bringing the total to approximately \$782,000. The park fund balance is \$280,000, creating a funding gap of approximately \$500,000. Concerns were raised about one contractor being \$83,000 lower than the next bidder. All contractors submitted bid bonds. The board discussed needing a project manager, with the architect appearing to step back from that role. MRB Group was suggested as better suited for project management at reasonable rates. Discussion covered the need to contact low bidders to confirm pricing validity (bids good for 30 days from December 4th), understand schedules, review contracts, and potentially request schedule of values to compare bid components. Prevailing wage requirements were noted as a significant cost factor. The project includes a 4-season restroom, parking lot expansion with paving and striping, and septic system. Phase 3 would include a pavilion and pickleball courts.

*Motion: To table the park project award decision until the year-end meeting on December 30th. In the meantime, contact MRB regarding project management services and have select board members meet with bidders. Motion implied through discussion, no formal vote recorded.*

Mr. LaPointe and Mr. Rizzo agreed to divide up calls to the bidders. The board will meet December 30th at 6:00 PM for the year-end meeting to potentially vote on awarding the project. A potential land donation for park expansion did not materialize as the owner wanted \$600,000 for a 1031 exchange transaction. The Supervisor will include information in the newsletter about fundraising for potential state land acquisition.

### Veterans Affairs

No report. Adam Jenks holds office hours periodically.

### Sennett Seniors

The group is done until April following their holiday lunch after the last meeting.

### Historian

Mr. Vivenzio reported receiving a nice 1894-95 photo from the fire department showing students in front of the old school now at the firehouse. Discussion addressed records storage concerns, noting Harold's office has 28 boxes of digitized records that must be kept for 6 years, and the bookkeeper also has boxes requiring storage. Storage space is becoming limited. The board discussed potentially scheduling a shredding day, either for town hall only or for the community. Mr. Wellauer volunteered to research and prepare a request for proposals for shredding services, similar to what the Town of Skaneateles does annually.

## Old Business

### Town Records Project

Documents continue to be scanned in for digitization.

### Handbook updates (still need new provider)

No updates on finding a new service provider.

### E-Code 360 codification project status

The Town Clerk noted there are no new pages yet and a work form needs to be reviewed to update how the program is wanted. The Supervisor and Clerk will work on this.

### Town Hall capital needs

Parking lot striping at the park was completed with no problems and no warranty. The boiler project was covered under Highway Department report.

### Town branding & marketing project (JVivenzio)

Mr. Vivenzio reported that the font color has been selected. Doug (the designer) will release the font for use, as it's his own design already appearing on all town trucks. The design will be used on signage and letterhead. Mr. Vivenzio will obtain a JPEG file to share with the Town Clerk for implementation.

### Vehicle and Traffic Safety Signs status & results

Reports were presented showing traffic data with percentage of speed violations broken down by street. The board agreed the devices are working well and decided to post the reports on the website for public access.

### AED purchases/replacements (MWellauer, BLaSagna JGreen)

Mr. Green provided paperwork for the Supervisor to sign for Central New York EMS registration. Dr. Donello has signed all necessary documents. The AED site must be registered with Central New York EMS. Someone on staff must be designated to check the AED periodically (monthly or quarterly) for battery status and pad expiration (both pediatric and adult pads). Arrangements will need to be made for CPR/AED training. There are several certified trainers available locally. The unit must have someone present regularly designated as the AED person.

### Employee positions to fill

Advertisements for water/sewer department positions are posted in 4-5 locations. A flood of resumes was received. Other positions are being promoted in the newsletter.

### Boards in need of new members (BAR, ZBA, PB)

Board of Assessment Review, Zoning Board of Appeals, and Planning Board all need members. The ZBA chair interviewed a candidate; follow-up is needed. Supervisor Blair requested a list of board members whose terms are expiring and their interest in reappointment for the organizational meeting.

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

People are consistently using these payment methods.

### Dog Park completion

A resident was staying overnight in the town park and has since left. The Supervisor recommended posting "No Trespassing" and "No Overnight Parking" signs with "Trespassers Will Be Prosecuted" language to give law enforcement clear authority. A local law should be drafted backing up the signage for town properties. The Town Clerk will contact Fair Haven's clerk for their similar law. The dog park is being well-used with approximately 10 cars frequently present in the morning, including a regular group that meets daily.

## New Business

### 250th celebration planning for 2026

The Supervisor is being approached about serving on Skaneateles' 250th celebration committee. A Sennett 250th celebration committee is being promoted in the newsletter, hoping Mrs. and Mr. Gray and the seniors will participate.

### 200th Township celebration for 2027

*Motion: To form an ad hoc committee called the Town of Sennett 200th Anniversary Celebration Committee and appoint Mr. Vivenzio as chairman. Motion by the Supervisor, seconded by Mr. Wellauer. All in favor, aye. Motion carried.*

## Supervisor Correspondence/Report

No additional correspondence or reports.

## Executive Session – (Personnel matter)

No executive session was held.

## Payment of Monthly Bills

*Motion: To approve payment of bills. Motion by Mr. LaPointe, seconded by Mr. Wellauer. Roll call vote: Mr. LaPointe - aye, Supervisor - aye, Mr. Wellauer - aye, Mr. Vivenzio - aye, Mr. Rizzo - yes. Motion carried 5-0.*

Additional bills were presented requiring approval: Williamson software contract renewal for Town Hall at \$1,055 for tax, permits, and related software, and \$736 for the Highway Department.

## Adjournment

Discussion regarding the organizational meeting date concluded with tentative plans for Friday, January 2nd at either 9:00 AM or 10:00 AM, to be confirmed via email. The meeting will include oaths of office, swearing in, and board appointments.

*Motion: To adjourn. Seconded. All in favor, aye. Motion carried.*

The meeting adjourned at approximately 7:56 PM.