

**Town of Middlesex
Regular Meeting
January 13, 2022**

Present: David Adam, Supervisor
Austin Liddiard, Councilman
Paul Mitchell, Councilman

Absent: Leon Button, Councilman

Also Present: Todd Conaway, Highway Superintendent
Dawn Kane, Code Enforcement Officer
Patrick Grimaldi, Assessor
Dan Robeson, Heritage Group/Historian
Bruce St. Lawrence, Special Project Manager

Recording Secretary: Lynnette Miller, Clerk

Call to Order & Pledge

Supervisor Adam called the meeting to order at 7:00 p.m. at the Town Hall, 1216 State Route 245, Middlesex. He led everyone present in the Pledge of Allegiance.

Public Comments

At this time Supervisor Adam opened the floor to comments from the public. There were none. Supervisor Adam announced the passing of resident Leigh Williams this past week. Leigh was both a personal friend to many as well as an advocate for the Town of Middlesex. He will be missed.

Approval of Minutes

Supervisor Adam requested a motion to approve the minutes from both*the December 9, 2021² Regular Meeting and the December 30, 2021 Year End Meeting. A motion was made by Councilman Liddiard, seconded by Councilman Mitchell.

*All in favor; none opposed. Motion carried.

Assessor – Pat Grimaldi

- Tax Exempt paperwork has have been mailed and must be returned by March 1st.
- Assessor Grimaldi has been taking inquiries regarding the senior citizen discount statement at the bottom of the town/county tax bills. In order to qualify for this discount there must be a total household income of \$20,050/year or less.

Highway/Buildings/Grounds – Todd Conaway

- Superintendent Conaway reported on the roads in the Town. There are 44.21 centerline miles of roads - 32.5 miles paved; 11.71 miles gravel. The Town plows 20 miles of NYS roads and 14.1 miles of the Yates County roads, 2.5 miles of Town roads do not get plowed. The Town typically re-grades and gravels one or two roads each year.

- Repairs are needed for the CAT loader which is currently not being used. Councilman Liddiard suggested that Todd contact Woodstone Construction in Palmyra about repairs needed. Todd will contact CAT if this contact doesn't work out. Todd explained that all other equipment is operable at this time.
- The new truck on order is expected to be delivered before the end of 2022. The truck will be equipped with a plow.
- The invoice for transmission and clutch work done to the 2013 Mack truck #5 has not been received.

Code Enforcement – Dawn Kane

- The Planning Board and Zoning Board of Appeals agendas remain consistent.
- This month the Planning Board will be highlighting the On-Site Waste Water Law that was adopted by the Town in 2021. There are approximately 200 lake properties in the Town that will be contacted by letter over a 5-year cycle. Canandaigua Lake Watershed Inspector Tyler Ohle and Code Officer Kane plan to send letters to the first 40 residents in 2022. Dawn explained the details including that they will be working from north to south along the lake. Tyler completes the inspections. Dawn will provide the Board with a copy of the letter and information. Dawn added that Tyler has been working with the other towns around the lake and that people have been supportive with the process going well. There was a brief discussion.

Planning Board – no report

ZBA – no report

Water District –

- ~~Superfvi~~MRB Group is conducting a study of the waterline that runs from approximately the Middlesex Ambulance building to the Village of Rushville. The water lines in this area are in need up an upgrade. Supervisor Adam explained that he provided copies of the MRB Group contract for the Water Systems Improvement Project to the new Board members. He also sent them a video shared by Water Superintendent Alan Williams showing a water leak to give Board members an understanding of the volume of water that can be lost. Former Supervisor Wayne Dunton added that dollars received by the Town from the Coronavirus State and Local Fiscal Recovery Fund as part of the American Rescue Plan will be used to fund the study. Municipal Solutions of Canandaigua is also researching grant opportunities that will offset the expense. A brief discussion followed.

Historian/Heritage Group – Dan Robeson

- The Heritage Group continues to meet on Wednesday mornings at the Town Hall to carry out routine duties.
- Placards are being made to describe and give detail to the eight school photos located in the Town Hall.
- Next week the 1st newsletter of the year will be mailed. Dan recognized Deb Bronson for her work editing the group's newsletters.
- Win Harper announced that the Heritage Group has received a grant to refurbish the round schoolhouse photo that was originally located in Potter.

Legislator's Report – Ed Bronson

- Legislature Chairperson Leslie Church has the honor of being the first female to hold the position. This is the 50th anniversary of the County having a Legislature as opposed to County Board of Supervisors. Ed Bronson was elected Vice Chairperson.
- According to the 2020 Census data and due to population growth in the towns of Torrey and Benton, a committee has been formed to look into redistricting in the County Legislature.
- Cornell Cooperative Extension will be offering a pesticide course January 19-20th.
- The County was awarded funding for the Haley Road Bridge in the Town of Barrington.
- A Covid vaccination clinic is held every Wednesday at the Gordmans Building (formerly Pebbles), 254 Lake St., Penn Yan. NYS will hold a vaccination clinic at the Rushville Fire Hall tomorrow, January 14th, from 3-6 p.m.
- North Vine Valley Rd. will be re-topped in 2022, along with Lovejoy Rd. and Himrod Rd.
- There is emergency heat funding available through the County for those who qualify.
- The broadband grant is moving forward. Hopefully construction will begin in the spring.
- There are 68 parcels in the County with past due taxes from 2018, 2019 and/or 2020. January 31, 2022 is the cut-off date for payment, at-which-time foreclosure proceedings begin with parcels to be auctioned in June. The Town of Middlesex has one parcel from 2019 and eight parcels from 2020. Typically, properties with unpaid taxes go into foreclosure after two years. Due to the pandemic, this year's foreclosure process includes three years.

Town Clerk – Lynnette Miller

- The clerk's monthly report was given to the Board.
- Clerk Miller asked for a resolution later in tonight's meeting that will state an addendum to the December meeting minutes that an audit of the Town Court records has taken place and found to be in order. An annual internal audit of all Town recordkeeping by the Town Board took place at the Year End meeting on December 30, 2021. Due to a miscommunication, the Town Court records were not available.
- Tax collection is taking place.

Supervisor's Report – David Adam

Supervisor Adam stated that he asked Bruce St. Lawrence to attend tonight's meeting to give a recap of special projects in the Town, specifically South Lake Rd. in order to inform new Board members.

- Special Projects – Bruce reported that Phase 1 of the South Lake Rd. project has been completed encompassing 9/10 mile which included drainage and culvert work in addition to resurfacing. Phase 2 is in the planning stage and expected to cover either $\frac{3}{4}$ mile, 9/10 mile or 1.4 miles depending on cost and grant dollars available. During the 2022 season, Highway Superintendent Conaway will focus on drainage work. Bid packages will be prepared and sent to contractors with expectation of construction taking place in 2023. This pattern would continue forward along the entire route of South Lake Rd. Canandaigua Lake Watershed Council Manager Kevin Olvany has contacted the Town regarding grants available. In November, Supervisor Dunton signed an application for FEMA dollars that will also help cover costs. In addition, Leigh Williams had contacted NYS Senator Tom O'Mara's office about grant money to help with road repair. Bruce will be putting together budget estimates for the remaining phases that will also include 2-3 retaining walls in addition to working with Lu Engineers. He estimates the entire road will be repaired/upgraded in three 2-year phases.

- Robeson Vine Valley Store – Supervisor Adam informed the Board that Code Officer Kane checks on the store several times throughout the fall/winter. She recently found that the floor in several areas of the building had heaved severely. Supervisor Adam, Code Office Kane and JP from Lu Engineers met to assess the damage. At this time, it seems unlikely that insurance will cover. Bruce St. Lawrence has been given approval to work with Lu Engineers to get their recommendation for handling the situation. The store is expected to open in May. Supervisor Adam gave a proposed explanation of the situation.
- Supervisor Adam explained that Denise Adam has resigned as a Town Board member to take on the position as Town bookkeeper/water clerk. In addition, Supervisor Adam apologized for not acknowledging earlier in tonight’s meeting that Councilman Button would be absent tonight and perhaps additional meetings due to taking a hard fall a couple weeks ago. Supervisor Adam, the Board and everyone at the Town Hall wish Councilman Button as speedy recovery. In-the-mean-time, the Board has a vacant seat to be filled. Supervisor Adam asked for suggestions on how to fill the position until there is an election in the fall. Suggestions included an ad to appear in the paper, as well as on the Town website. Supervisor Adam requested that anyone interested get in touch with him.
- Supervisor Adam referred to information given to Board members this evening about free municipal training opportunities sponsored by Hancock Estabrook and MRB Group. The trainings are intended to assist local governments, municipal officials, and planning and zoning boards. They are held via video conferencing on the last Thursday of each month from 6-7:00 p.m. Pre-registration is required.
- Email – Councilman Mitchell and Councilman Liddiard are both interested in having email addresses set up through the Town. Clerk Miller will contact Barry Orlando regarding getting those set up.
- Audit – Supervisor Adam expressed that with all the changes that have taken place in the Town as of the 2022, that this would be a good time for an audit of the Town. He explained that he has a couple names to contact and he asked for input. On a motion by Councilman Liddiard, seconded by Councilman Mitchel, the Board agreed to explore the idea of an audit.
*All in favor; none opposed. Motion carried. *

Public Comments

At this time, Supervisor Adam asked if anyone from the public wished to speak to the Board. There were no comments. At 8:11 p.m. Supervisor Adam stated that the time for public comments was closed.

Resolutions

Resolution #1-22

Meeting Dates/Designations/Appointments for the Town of Middlesex

On a motion by Councilman Mitchell, seconded by Councilman Liddiard, the following resolution was

ADOPTED	Ayes	3	Adam, Liddiard, Mitchell
	Nays	0	
	Absent	1	Button

RESOLVED for the second Thursday of each month at 7:00 p.m. to be set as regular Town Board meeting dates with the accepted rules of procedure; and further

RESOLVED to designate the Daily Messenger as the official newspaper; and further

RESOLVED to designate Community Bank, N.A. the official depository authorizing the Supervisor and Deputy Supervisor to sign checks and other financial papers; and further

RESOLVED to appoint the Town Clerk and Deputy Town Clerk as authorized signatures on checks related to Town Clerk, Tax Collection, and Water Collection; and further

RESOLVED to appoint Jeffrey D. Graff, Esq., 26 E. Main St. #202, Clifton Springs, NY 14432 is as Town attorney; and further

RESOLVED to appoint Robert J. Ostrander, M.D. to the position of health officer.

Resolution #2-22

Appointments

On a motion by Councilman Liddiard, seconded by Councilman Mitchell, the following resolution was

ADOPTED	Ayes	3	Adam, Liddiard, Mitchell
	Nays	0	
	Absent	1	Button

RESOLVED to appoint the following positions in the Town of Middlesex:

Paul Mitchell, Deputy Supervisor with the ability to sign payroll checks and accounts payable checks in the absence of Supervisor David Adam

Wayne Dunton, Budget Officer, concluding no later than April 30, 2022

Denise Adam, Bookkeeper/Water Clerk

Lynnette Miller, Registrar of Vital Statistics

Denise Adam, Deputy Registrar of Vital Statistics

Tim Soles, Deputy Highway Superintendent

WHEREAS Tim Soles will receive an increase of \$.50 per hour to his rate of pay.

Sabra Dunton, Deputy Town Clerk

Denise Adam, Deputy Town Clerk

Debra Craig, Court Clerk

Laura Ann Chamberlain, Planning Board/Zoning Board of Appeals (ZBA) Clerk

Case Smeenck, Planning Board Member to a 3-year term expiring December 31, 2024.

Nathaniel Duffy, Planning Board Member to a 3-year term expiring December 31, 2024.

Rob Brenner, Planning Board/Zoning Board of Appeals (ZBA) Attorney

At this time, Code Officer Kane gave details regarding why there is an additional attorney for the Planning Board and ZBA.

Resolution #3-22

Voucher Payment Out of Abstract

On a motion by Councilman Mitchell, seconded by Councilman Liddiard, the following resolution was

ADOPTED	Ayes	3	Adam, Liddiard, Mitchell
	Nays	0	
	Absent	1	Button

RESOLVED to approve the payment of vouchers out of the Abstract by the Supervisor or Deputy Supervisor prior to a Town Board meeting. This includes but is not limited to utilities, fuel, insurance, etc.

Resolution #4-22

Standard Work Day

On a motion by Councilman Liddiard, seconded by Councilman Mitchell, the following resolution was

ADOPTED	Ayes	3	Adam, Liddiard, Mitchell
	Nays	0	
	Absent	1	Button

RESOLVED to set the standard workday hours for the Town of Middlesex as 8:00 a.m. to 5:00 p.m., Monday through Friday.

Resolution #5-22

Items to Surplus

On a motion by Councilman Liddiard, seconded by Councilman Mitchell, the following resolution was

ADOPTED	Ayes	3	Adam, Liddiard, Mitchell
	Nays	0	
	Absent	1	Button

RESOLVED to declare unused voting machines owned by the Town of Middlesex as surplus; WHEREAS, the voting machines will be sold for scrap metal; and further

RESOLVED to declare the Epson 600 copier owned by the Town of Middlesex as surplus; WHEREAS, the Epson 600 copiers will be scrapped.

Resolution #6-22

Line-Item Transfers

On a motion by Councilman Mitchell, seconded by Councilman Liddiard, the following resolution was

ADOPTED	Ayes	3	Adam, Liddiard, Mitchell
	Nays	0	
	Absent	1	Button

RESOLVED to accept the Line-Item Transfers for December, 2021.

Resolution #7-22

Audit of Claims

On a motion by Councilman Liddiard, seconded by Councilman Mitchell, the following resolution was

ADOPTED Ayes 3 Adam, Liddiard, Mitchell
 Nays 0
 Absent 1 Button

RESOLVED that the bills contained in the January 2022 Abstract have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund	Vouchers No: 1-9	\$ 2,682.56
Highway Fund	Vouchers No: 1-11	\$ 72,648.66
Water District	Vouchers No: 1-5	\$ 15,094.72

Resolution #8-22

Audit of Books

On a motion by Councilman Liddiard, seconded by Councilman Mitchell, the following resolution was

ADOPTED Ayes 3 Adam, Liddiard, Mitchell
 Nays 0
 Absent 1

WHEREAS, the Town Board of the Town of Middlesex found the books of the Town Justice to be balanced, accurate and in order for the year 2021; and further

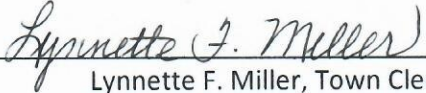
RESOLVED, that the Town Board of the Town of Middlesex accepts the books of the Town Justice as presented for the year 2021.

Executive Session

Supervisor Adam asked for a motion to enter into executive session. A motion was made by Councilman Liddiard, seconded by Councilman Mitchell.

*All in favor; none opposed. Motion carried.

With no further business, on a motion by Councilman Liddiard, seconded by Councilman Mitchell, the regular meeting of the Middlesex Town Board was adjourned at 8:29 p.m.



Lynnette F. Miller, Town Clerk