

**Town of Middlesex
Regular Meeting
January 11, 2024**

Present: David Adam, Supervisor
Stephanie Betts, Council Member
Leon Button, Council Member
Austin Liddiard, Council Member
Paul Mitchell, Council Member

Also Present: Josh Burnett, Highway Superintendent
Dawn Kane, Code Enforcement Officer
Patrick Grimaldi, Assessor
Dan Robeson, Historian/Heritage Group
Bruce St. Lawrence, 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 the Pledge of Allegiance.

Public Comments – Supervisor Adam opened the floor to public comments. He requested that comments be kept to 3 minutes or less. There were none.

Guest Speakers

Supervisor Adam introduced Scott Prior and Jason Messenger from Lu Engineers. They are here to discuss the paving project for South Lake Road, emphasizing that their proposal is approximately 95% complete. The final proposal will be ready by the end of January. Scott gave details of the engineering study done nearly 15 years ago by the Town, saying that after much development, the road has taken a heavy beating. Scott commented that the Town has taken a good approach, addressing needs from the original study using resources as they were available. Phase 1 of the most recent work involved drainage and paving the 1st mile of the road. That was completed nearly 3 years ago. Phase 2, done in the fall of 2023, addressed drainage. Phase 3, which is what Scott and Jason are presenting this evening, addresses paving. Upon Board approval, the bid package will be sent to contractors, the job will be awarded with work to be completed by Memorial Day. A lengthy discussion ensued that included future repairs, truck weight limits/restrictions for the future such as a heavy haul permit. It was determined that the Board would hold a special meeting on January 25, 2024 at 7:00 p.m. at the Town Hall. Lu Engineer Scott Prior will attend to present the final proposal.

Approval of Minutes

Supervisor Adam requested a motion to accept the minutes of the December 14, 2023, regular meeting. A motion was made by Council Member Liddiard, seconded by Council Member Mitchell.

*All in favor; none opposed. Motion carried.

Highway/Buildings/Grounds – Josh Burnett

- Recent work has included ditching on Elwell Rd., putting up snow fence on Route 364 across from Overackers Cemetery, hauling and stockpiling crusher run, patching potholes & boom mowing on Wolfanger, South Hill, Town Line and Bare Hill Roads.
- The guys have been out 7 times for salting/plowing.
- A few trees came down in the recent wind storm. Three were across roads.
- Superintendent Burnett would like to see a decision tonight about repair of the roller. Council Member Button is still planning to get an estimate from Carroll Road Equipment. After a discussion, it was decided that this would be added to the agenda for the Special Meeting of the Board on January 25, 2024.
- Superintendent Burnett presented the Board with a 5-Year Equipment Replacement Plan. In 2025 he suggests replacement of Truck 4 with a new 10-wheeler dump truck with plow and wing. The approximate cost is \$300,000. The wait time is over one year. The old truck would be auctioned. The price for an automatic is \$9,000 additional. There was a discussion about the old truck and what it would bring at auction. Council Member Liddiard asked how long the estimates are good for. Josh will check. Council Member Liddiard suggests waiting on ordering for now.

Assessments – Pat Grimaldi

- There have been lots of questions regarding the tax bills. Supervisor Adam commented that questions should be referred to him.
- Exemptions forms are going out soon.
- NYS will be pushing for a full-value assessment in 2025.

Code Enforcement Office – Dawn Kane

- The Planning Board is busy reviewing plans for new builds. Code Officer Kane explained that the Planning Board members meet one hour prior to their meeting to review and edit zoning laws.
- ZBA has been quiet. They have not met in two months.
- The library has received its 5-year provisional charter with contingencies. Dawn informed the Board that the Library Board of Directors will be sending a letter to the Town Board asking for clarification and details of time spent on library duties by the Town personnel.

Water District –

- Supervisor Adam reported that Water Superintendent Williams needs a new computer. David has sent the specs to SCT Computers to see if they can provide a better price. David also asked about moving the computer to the Town Barns. Superintendent Burnett commented that there is room in his office. The current computer is located in the Town Hall.

Historian – Dan Robeson

- The Heritage continues to meet on Wednesday mornings to complete their routine tasks. The Heritage Group newsletter was assembled and mailed yesterday.

- On December 16, 2023, in honor of National Wreaths Across America, Win Harper, Dan Paddock, Deb & Ed Bronson and others placed 140 wreaths on the graves of Veterans at Overackers Cemetery.
- The Greater Hudson Heritage Group has notified the Middlesex Heritage Group that they are the recipients of a grant for restoration of the Rushville High School painting at the Town Hall. Dan explained that the painting is in the possession of the Middlesex Heritage Group. Middlesex Resident Win Harper has done a notable amount of work applying for this grant and additional grants for other school house paintings in the county. The restored painting will go to the Rushville History Room upon completion.
- On January 21, at 1:00 p.m. there will be a pot luck luncheon at the Middlesex Methodist Church. Ken Poole of Naples will give a presentation on Jane Loomis Gould, the artist who painted some of the photo-murals of area one room schools.

Legislator's Report – Ed Bronson

- Supervisor Adam welcomed three Yates County Legislators to the meeting. Legislator Ed Bronson introduced Sarah Purdy who is filling the term of Tim Cutler. Tim left the Legislature in December 2023. Legislator Terry Button was also in attendance from the Town of Potter.
- The new Yates County building that will house the highway department, public health and emergency services is progressing.
- Pesticide training through Cornell Cooperative Extension will take place January 24 & 25.
- NYS is doing an audit of Yate County DMV. This takes place every ten years.
- The County has received a \$400,000 block grant for the improvement of septic tanks/wells. More information to come.
- Meals on Wheels has meals available if there are people in need. Contact the Office of Aging in Yates County.
- The YC Veterans Support Program has activities each month.
- Sales tax sharing dollars to the towns will be sent about March 1st. The Town of Middlesex will get approximately \$47,000.
- Yates County has over 900 short-term rental units. The finance office can verify how many of these are in the Town of Middlesex.
- The natural resources grant is due to the County on January 24, 2024. Middlesex benefited from this grant in 2023.
- Legislator Purdy reported that she attended the Board of Elections Annual meeting. New elections equipment was discussed. Regarding any candidates up for election in 2024, the due date for petitions to be picked up is February 27. They are due back to BOE by April 1, 2024.
- Council Member Betts asked about updates on the grant writer through the Shared Services plan. There was a brief discussion.
- Legislator Button commented that Yates County has a mini excavator that is available for use by the towns.
- Supervisor Adam asked the legislators about the outcome of hiring full-time deputy elections commissioners. Information will be clarified and an answer will be forthcoming.

Town Clerk – Lynnette Miller

- The Board received a copy of the town clerk's monthly report for December, 2023.
- The town clerk, as Town registrar, has issued 2 marriage licenses and 3 birth certificates so far in 2024. Clerk Miller reported on the duties of Registrar of Vital Statistics for the Town that includes issuing marriage licenses, birth certificates & death certificates.
- Tax collection is moving along. The next couple weeks will be especially busy. Clerk Miller reported that she received 9 phone calls today, 8 yesterday, in addition to a few in-person comments on the tax increase. She is referring all to Supervisor Adam.
- Community Bank representatives were at the Town Hall in December to discuss equipping the tax collector with a desktop check scanner. The intention is to save trips to the bank for tax collection deposits since the Community Bank branch location in Rushville has closed. There will be a resolution later in tonight's meeting allowing Supervisor Adam to sign the contract with Community Bank.
- Clerk Miller reports a correction to the November 2023 Board minutes. Council Member Button was recorded as a "Aye" vote for the 2024 Town Budget. It should have been recorded as a "Nay" vote. This change does not change the outcome of the vote.

Supervisor's Report – David Adam

- Water Project - Supervisor Adam and Council Member Betts met with Scott Mattison and Emilio Moran, engineers at MRB Group this week to discuss the waterline replacement between Rushville and Middlesex. There is deteriorating infrastructure due to age. MRB Group, located in Rochester, specializes in municipal engineering and municipal services. The initiation of this project began prior to Supervisor Adam taking office, so he and the Board were interested in meeting to gain a better scope of what had come prior and what direction to take moving forward. MRB provided a rough estimate of \$5,000,000. Payment for this project is of utmost concern. The Town is also asking MRB about grant funding. MRB recommends Rural Development as the best avenue for funding. Supervisor Adam explained and there was a discussion. Yates County Legislator Sarah Purdy suggested that the Town get in touch with Holly Easling, Clerk/Treasurer for the Village of Penn Yan. Holly is extremely knowledgeable on the subject. Sarah also offered to contact Matt Horn, former Geneva City Manager who now works for MRB to see if he has any advice for the Town. This discussion will continue.
- Required Training – There is a series of trainings that need to be completed by Town employees. Yates County offers this free of charge to the towns to be done online. This is required training for employees, boards, everyone. Kerry Brennan, director of Yates County Personnel needs to know who in the town completes this training. Supervisor Adam will send her a list. The highway employees accomplish theirs through training at the County so they are exempt.

Public Comments –

- There were no public comments. Supervisor Adam closed the public comments time.

Resolutions –

Resolution #1-24

Set Town Board Meeting Date/Time for 2024

On a motion by Council Member Betts, seconded by Council Member Liddiard, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

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.

Resolution #2-24

Designate Official Town Newspaper

On a motion by Council Member Mitchell, seconded by Council Member Betts, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to designate the Daily Messenger as the official newspaper.

Resolution #3-24

Designate Official Town Depository

On a motion by Council Member Liddiard, seconded by Council Member Button, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to designate Community Bank, N.A. as 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 the office of town clerk, tax collection, and water collection.

Resolution #4-24

Designate Town Attorney

On a motion by Council Member Betts, seconded by Council Member Mitchell, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to appoint Jeffrey D. Graff, Esq., 26 E. Main St. #202, Clifton Springs, NY 14432 as Town Attorney.

Resolution #5-24

Health Officer Appointment

On a motion by Council Member Betts, seconded by Council Member Liddiard, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to appoint Robert J. Ostrander, M.D. as Health Officer for the Town.

Resolution #6-24

Supervisor Appointments

On a motion by Council Member Liddiard, seconded by Council Member Betts, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to appoint Council Member Paul Mitchell as Deputy Supervisor; and further

RESOLVED to appoint Denise Adam to the position of Bookkeeper/Water Bill Collector; and further

RESOLVED to appoint Town Clerk Lynnette Miller as Registrar of Vital Statistics.

Resolution #7-24

Deputy Town Clerk Appointments

On a motion by Council Member Button, seconded by Council Member Liddiard, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to appoint Denise Adam and Sabra Dunton as Deputy Town Clerks.

Resolution #8-24

Deputy Highway Superintendent Appointment

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

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to appoint Tim Soles as Deputy Highway Superintendent; and further

RESOLVED for Tim Soles to receive an additional \$.50 per hour to his hourly rate of pay.

Resolution #9-24

Court Clerk Appointment

On a motion by Council Member Betts, seconded by Council Member Liddiard, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to appoint Debbie Craig as Court Clerk.

Resolution #10-24

Planning Board & ZBA Clerk Appointment

On a motion by Council Member Liddiard, seconded by Council Member Button, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to appoint Elizabeth Altemus as Clerk to the Planning Board; and further

RESOLVED to appoint Elizabeth Altemus as Clerk to the Zoning Board of Appeals.

Resolution #11-24

Voucher Payment Out of Abstract

On a motion by Council Member Betts, seconded by Council Member Button, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

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 #12-24

Standard Work Day

On a motion by Council Member Button, seconded by Council Member Liddiard, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

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 #13-24

Accept Audit of Town Justice Records

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

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to accept the audit of the Town Justice records as reviewed by Town Board members.

Resolution #14-24

Approve Contracts with Williamson Law Book

On a motion by Council Member Button, seconded by Council Member Betts, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to allow Supervisor Adam to sign the contracts with Williams Law Book for software regarding Water, Payroll & Accounting, and Town Clerk.

Resolution #15-24

Approve GCN Training for Town Employees through Yates County

On a motion by Council Member Betts, seconded by Council Member Liddiard, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to approve GCN training online for Town employees and Board members through Yates County.

Resolution #16-24

Approve Contract with Community Bank for Desktop Check Scanner for Tax Collection Use

On a resolution by Council Member Betts, seconded by Council Member Button, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to approve the Contract with Community Bank for a desktop check scanner for use by the Tax Collector.

Resolution #17-24

Line-Item Transfers

On a motion by Council Member Betts, seconded by Council Member Liddiard, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED to approve the Line-Item Transfers for December 2023.

Resolution #18-24

Audit of Claims – December 2023

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

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED that the invoices contained in the December 31, 2023 Abstract have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund	Vouchers No. 298 – 305	\$ 1,305.50
Highway Fund	Vouchers No. 217 – 222	\$ 7,939.27
Water District	Vouchers No. 40	\$ 107.33
Trust & Agency	Vouchers No. 18	\$ 454.08

Resolution #19-24

Audit of Claims – January 2024

On a motion by Council Member Betts, seconded by Council Member Mitchell, the following resolution was

ADOPTED Ayes 5 Adam, Betts, Button, Liddiard, Mitchell
 Nays 0

RESOLVED that the invoices contained in the January 2024 Abstract have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund	Vouchers No. 1 – 18	\$14,620.59
Highway Fund	Vouchers No. 1 – 12	\$68,991.72
Water District	Vouchers No. 1 – 4	\$22,711.42

Middlesex Town Board
Regular Meeting
2024-01-11

Adjourn

With no further business, a motion was made by Council Member Liddiard, seconded by Council Member Betts to adjourn the regular meeting of the Town Board of the Town of Middlesex at 8:43 p.m.



Lynnette F. Miller, Town Clerk