

**Town of Middlesex
Regular Meeting
February 8, 2024**

Present: David Adam, Supervisor
Stephanie Betts, Council Member
Leon Button, Council Member – entered at 7:16 p.m.
Austin Liddiard, Council Member
Paul Mitchell, Council Member

Also Present: Josh Burnett, Highway Superintendent
Win Harper, Historian/Heritage Group
Dawn Kane, Code Enforcement Officer

Absent: Patrick Grimaldi, Assessor

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 – none

Approval of Minutes

Supervisor Adam requested a motion to accept the minutes of the January 11, 2024 regular meeting. A motion was made by Council Member Betts, seconded by Council Member Liddiard.

*All in favor; none opposed. Motion carried.

Supervisor Adam requested a motion to accept the minutes of the January 25, 2024 special meeting. A motion was made by Council Member Liddiard, seconded by Council Member Mitchell.

*All in favor; none opposed. Motion carried.

Assessments – no report

Highway/Buildings/Grounds – Josh Burnett

- The guys were out 18 days in the month of January for plowing/salting.
- The mild weather has allowed them to do ditching on Bare Hill Rd., continue hauling/stockpiling stone, fixing pot holes, boom mowing & cleaning up trees/branches with pole saw.
- Superintendent Burnett completed the DEC Annual Report since the Town is considered to have a transfer facility when we have clean-up days in the spring and fall.
- The roller is at Carroll Road Equipment for repair, hoping to be done by the end of March.
- Truck #2 is at Maguire Ford. It needs injectors, fuel pump, exhaust manifold.
- Wilbri in Avoca says the new truck will be delivered by the end of April.
- Truck #5 is at Conway Mack with a fluid leak. Exhaust work will be \$3,000-4,000.
- Ditching and boom mowing will continue with mild weather.

- A date needs to be set for spring clean-up.
- Superintendent Burnett would like the Board to discuss purchasing a new 10-wheeler truck.
- Superintendent Burnett met with NYS regarding plowing the roads. Necessary paperwork is caught up. \$30,000 was paid to the Town for January. The rate has increased.
- Information was given regarding a new pick-up. The NYS state bid gives an 8% discount. There was a brief discussion.

Code Enforcement Office – Dawn Kane

Planning Board

- Approved two new builds.
- Explanation of a construction bond for a road on East Lake Rd.
- Working on zoning edits.

ZBA

- No meeting held in February.

Library

- Director Beth Garlock is working hard and the library looks great.
- The library board is looking to put up a new sign and the Dawn will keep the Town Board updated.

Code Office

- Letters are going out regarding 5-year septic inspections, starting at the campground in Vine Valley and proceeding to properties down South Lake Rd. – all on the lake side of the road.
- The address book for town numbering was obtained from Aneta Oppelt. The code enforcement office handles new house numbering.
- The Canandaigua Lake Uniformity Law is being updated. Dawn will present the updated law to the Town Board for review when it becomes available.
- A current issue being dealt with by code enforcement is cats. The office has been made aware of a residence with many cats. Some municipalities have laws about how many cats a resident can have. Dawn is looking into the domestic state laws regarding cats. She will keep the Board informed.
- Once the spring clean-up dates are set, Code Officer Kane will send letters to residents regarding cleaning up their property. Contact Dawn via email if you know of specific properties that need focus.
- Council Member Mitchell asked if the Planning Board has moved forward with the solar moratorium. Code Officer Kane responded that she wasn't aware that the local law had been filed.
- Resident Win Harper asked about the status of the cell tower on Townline Road. Code Officer Kane responded that construction has been completed and C of C has been issued. She will update the board when it is fully operational.

Water District – no report

Historian/Heritage Group – Win Harper

- Retiring Town Historian Dan Robeson was honored at the Methodist Church on January 21st. Also, Ken Poole of Naples gave a presentation about the school house paintings done by Jane Loomis Gould.

- Win is on a committee in Yates County regarding "The Wall that Heals," the Vietnam Veterans Memorial replica and mobile education center that will come to Penn Yan August 8-11, 2024. Volunteers are need to give tours. Contact Win if you are interested.
- Regarding "Wreaths Across America," 23 people attended to place wreaths on the graves of Veterans at Overackers Cemetery.
- Hometown Hero Banners – we have 5 active-duty service members. Banners are displayed in the hamlet and given to the service members at the conclusion of their service.
- The Middlesex Heritage Group has files for 1,303 families from the Town of Middlesex. Nancy Elwell has placed these on the computer on Family Tree Maker.

Legislator's Report – Doug Paddock

- The Broadband Project is moving along. Buried fiber is 93% complete. The Italy-Middlesex line is 57% complete. Power is expected at the Middlesex shelter next week.
- Work continues on the new Highway/Office of Emergency Services/Public Health facility in Benton. Steel has been erected at the main building. Interior work is progressing. Roofing and siding being done as weather allows.
- County sales tax sharing checks will be sent out next week. The Town of Middlesex will receive \$47,608.14. Sales tax receipts for 2023 were \$1.5 million (5.29%) less than 2022. This will likely affect the amount available for distribution to municipalities in the future.
- Towns can piggy-back with the County on bids/pricing for abrasive sand, gravel, crushed stone.
- The NYS Governor has proposed budget reduction in CHIPS funding. The New York State Association of Counties is advocating for restoration.
- Yates County Public Health will hold an immunization clinic on February 14th from 2:30-4:00.
- Veterans Services in Yates County has acquired a van to transport disables veterans to medical appointments. A meeting will be held February 15th at 6:00 p.m. in the YC Auditorium to discuss the need for volunteer drivers.
- The new voting machines have been received and they are being tested. Training in process.
- Yates County is applying for a Shared Services (LGRMIF) grant in conjunction with local municipalities for up to \$150,000 to scan and organize documents.
- The Office of Emergency Services is making plans for the eclipse on April 8th.
- There are a number of employment opportunities with Yates County. Check the County website or the bulletin board in the Middlesex Town Hall for job descriptions, listing and dates for civil service exams.

Town Clerk – Lynnette Miller

- The Board was given a copy of the town clerk's monthly report.
- As tax collector, Clerk Miller reported that all monies due to the Town of Middlesex from the 2024 Statement of Taxes has been transferred to the Town Supervisor totaling \$2,183,693.75. One payment in the amount of \$450,000 has been sent to Yates County toward money due from tax collection.
- Clerk Miller reported that she made contact with Penn Yan Village Clerk Holly Easling, at the suggestion of Legislator Sarah Purdy, regarding potential sources of money for the Town's water project. Clerk Miller passed Holly's information on to Supervisor Adam.
- Clerk Miller mentioned that she will purchase a first aid kit to have on hand at the Town Hall.

- Clerk Miller also reported to the Board that the handicapped door at the Town Hall is not working. There was a brief discussion. Supervisor Adam said he would check into it.

Supervisor's Report – David Adam

- **Eclipse Planning** – Council Member Mitchell reported on a meeting he attended at the Benton Fire Hall. The date of the eclipse is April 8 2024. Those in attendance were told that the Hampton Inn in Penn Yan is sold out for that date. Other hotels in the area are showing 50% occupancy on that date. EMS and fire departments have been asked to have extra crew. The Chamber of Commerce has 7,000 pair of special glasses. The YC airport is not sure what they are doing. Schools will be closed that day. The highway department has been asked to prepare for detours and barricades. Sheriff Ryan will come up with a plan.
- **South Lake Road** – Supervisor Adam called the office of Bernie Donegan, Municipal Finance Advisor regarding a bond for the paving on South Lake Road. Supervisor Adam gave Board members a draft timetable provided by Client Administrator Sonja Cermak. Page 3 shows the amounts suggested. Based on the estimated cost of the job as given by Lu Engineers, Sonja Cermak suggests that the Town borrow \$900,000 over 10 years. In order to move forward, Supervisor Adam needs a resolution to partner with Bernard P. Donegan, Inc. Council Member Button asked about refinance. Can the bond be paid off early? Legislator Sarah Purdy responded probably not since it would be a 10-year life. Supervisor Adam commented that the Town is in a good place with the budget. Supervisor Adam emphasized the need to do this project in one phase rather than split. A discussion ensued. Council Member Mitchell stated that the most fiscally responsible way to handle this is in one phase. Council Member Button stated that he is not in favor of duplicating fees by breaking it up but feels the cost is too high. Supervisor Adam spoke to the commitment made by the Board when the Board agreed to the drainage work. Council Member Liddiard spoke to this originally being planned as a 3-phase project that has turned into 2 phases. Supervisor Adam reminded the Board that the bids packages that have gone out to contractors were sent as a single-phase project, not a 2-phase project. Council Member Button commented that equipment purchases will need to go on hold for a few years. Supervisor Adam said the Town is waiting to hear if a SEQR needs to be completed.

A motion was made by Councilman Liddiard to table the decision for bonding or banding for the South Lake Road project until the March regular meeting, seconded by Council Member Button.

***All in favor; none opposed. Motion carried.**

- **Yates County Shared Services** – Supervisor Adam reported on the Local Government Records Management Improvement Fund (LGRMIF) Grant. Yates County is applying for the grant totaling \$150,000 to be shared with County municipalities to begin its Laserfiche program. The program will include installation of Laserfiche software and personnel training. Each municipality will provide 3-4 boxes of records to be scanned by an outside company. This will expand the Town's capabilities to retrieve documents and adhere to the LGS-1 Retention Schedule. Documents will be preserved and made accessible to Town personnel and to the public. Resolution below.

Public Comments –

Resident Terry Mott would like the Town to consider purchasing video recording equipment to use at meeting. Code Officer Kane responded that she currently records meetings via Zoom. Council Member Betts referred to the OWL camera discussed at another Board meeting that is used at many schools for

their board meetings. Council Member Mitchell offered to contact SCT Computers to see if this is something they handle. Supervisor Adam added that the Town court might also be interested.

Resolutions

Resolution #20-24

Authorize to Enter into Local Government Records Management Improvement Fund (LGRMIF) Grant for Shared Services with Yates County.

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 authorize Supervisor Adam to sign the Shared Services Agreement with Yates County to enter into LGRMIF grant through the NYS Archives, New York State Department of Education for records management.

Resolution #21-24

Support Funding from the New York State Archives Local Government Records Management Improvement Fund

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 that the Town of Middlesex does hereby fully support Yates County in its pursuit and application for funding for shared services through the LGRMIF grant.

Resolution #22-24

Adopt the Retention and Disposition Schedule for the New York Local Government Records 2021 (LGS-1)

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 adopt the Retention and Disposition Schedule for the New York Local Government Records 2021, issued pursuant to Article 57-A of the Arts and Council Affairs Law, and containing legal minimum retentions periods for local government records.

Resolution #23-24

Approve Contract with Williamson Law Book

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 allow Supervisor Adam to sign the contract with Williamson Law Book for software regarding the Highway Department.

Resolution #24-24

Authorizing Execution of Letter for Municipal Advisor Services with Bernard P. Donegan, Inc.

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 authorize Supervisor Adam to sign the letter of agreement to designate the firm of Bernard P. Donegan, Inc. as Municipal Advisor to the Town of Middlesex.

Resolution #25-24

Reappoint Board of Assessment Review Member Richard DeMallie

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

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

RESOLVED to reappoint Richard DeMallie to a 5-year term on the Board of Assessment Review for the term 10/01/23 through 09/30/2028.

Resolution #26-24

Audit of Claims

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

General Fund	Vouchers No. 19 – 41	\$ 10,604.32
Highway Fund	Vouchers No. 13 – 27	\$110,349.55
Water District	Vouchers No. 5 – 9	\$ 727.09
Library	Vouchers No. 1	\$ 104.43

Adjourn

With no further business, a motion was made by Council Member Betts, seconded by Council Member Button to adjourn the regular meeting of the Town Board of the Town of Middlesex at 8:26 p.m.


Lynnette F. Miller, Town Clerk