

# Town of Leicester Work Meeting

## February 11, 2025, at 7 pm

### Meeting minutes

#### **Open meeting**

#### **Pledge to the Flag**

Supervisor Richard White called the meeting to order and asked Gerald Hull to lead the Pledge of Allegiance.

#### **Board members excused**

Supervisor White noted that all board members were present except for Councilman Durbin, who was excused as he knew he might not be able to return in time for the meeting.

#### **Approval of Minutes**

Supervisor White mentioned that two copies of minutes had been provided, including a corrected version. After confirming that everyone had reviewed the corrected version, a motion was made to approve the minutes.

*Councilmember Jason Yasso moved to approve the minutes as distributed. Councilmember Karen Roffe seconded the motion.*

The motion carried unanimously.

#### **Tarpon Towers**

Supervisor White requested to postpone the Tarpon Towers discussion until the March meeting. He explained that Jim was working on cost estimates for a loan to allow for comparison. Supervisor White also mentioned that he would be absent for the next meeting due to training in Albany and had asked Deputy Supervisor Jason Yasso to run the meeting in his absence.

#### **H R Manual for the Town**

#### **Resolution 02012025**

Supervisor White discussed the HR manual project with Public Sector HR Consultants. He noted that copies of the agreement had been distributed and emailed to everyone. The cost remained at \$5,700, which was within the budgeted amount of \$6,000. White emphasized the importance of updating policies and procedures, considering this an important first step.

*Councilmember Karen Roffe moved to pass resolution 02012025, authorizing Supervisor White to sign the attached agreement. Councilmember Jason Yasso seconded the motion.*

The motion carried unanimously.

#### **Damaged Stone in Cemetery**

Supervisor White brought up the issue of a damaged stone in the cemetery, specifically the Austin Stone in the Northwest Corner. He thanked John Yasso for his work in addressing the issue. White explained that the stone had been leaning and could potentially fall, posing a safety risk. He suggested that water may have gotten into the base, causing it to roll during a windstorm.

John Yasso had contacted Gibney Stone, who quoted \$250 to reset the stone. White expressed concern about setting a precedent for town expenses on private monuments, noting that there were about 30 damaged stones in the cemetery.

Councilmember Karen Roffe clarified that stone repair is typically the responsibility of the family, but if no family members are available, the town can undertake it. She also mentioned that some cemeteries create funds to repair one stone per year, while others leave them as is.

The board discussed the possibility of seeking grants for cemetery restoration, similar to what the county had done for the poor house cemetery. Supervisor White proposed reaching out to county contacts to explore grant opportunities.

Jason Yasso and Lisa Semmel attempted to recall family members who might be contacted about the Austin stone. They decided to conduct further investigation before deciding.

## **Office Hours and efficiency**

### **Friday Office Hours**

Supervisor White proposed reopening the office on Fridays from 8 AM to 4 PM. He explained that Kim Reitz was already in the building on Fridays, and opening the office would provide more services to residents, particularly those who get paid on Thursdays and Fridays.

*Councilmember Jason Yasso moved to adjust the hours to Monday through Friday, 8 AM to 4 PM.  
Councilmember Karen Roffe seconded the motion.*

The motion carried unanimously.

### **Deputy Clerk / Court Clerk Compensation**

Supervisor White introduced Resolution 02032025 to address an equity adjustment for the Deputy Clerk/Court Clerk position. He explained that when setting salaries in September, they were unaware of the union contract details. The position, while part-time, mimics a full-time role but lacks benefits like paid time off. To make the position more competitive and attractive to potential candidates, the board proposed adjusting the salary to \$24 per hour, effective from the first pay period in March.

*Councilmember Gerald Hull moved to pass Resolution 02032025, raising the Deputy Clerk/Court Clerk's compensation to \$24 an hour, effective as of the first pay period in March. Councilmember Jason Yasso seconded the motion.*

The motion carried unanimously.

## **Prepay**

Supervisor White discussed the current process of approving prepays, noting the challenges in getting them processed in time for the meeting, especially when the month starts on a Tuesday. He proposed auditing all bills, including prepays, at the end of the month during the regular board meeting, as they already have approval to pay them. This change aims to reduce pressure on the office staff. The board members agreed to this new approach.

*Councilmember Jason Yasso made a motion to pay the bills as audited. Councilmember Karen Roffe seconded the motion.*

The motion carried unanimously.

## **Record of Activities**

Supervisor White informed the board that he would be sending out emails regarding the New York State requirement for a statement of record of activities. This applies to board members and is part of the retirement system contribution calculations. He mentioned that the process would start in March and continue for three months. Karen Roffe and Supervisor White noted that they were exempt from this requirement as they are not in the retirement system.

## **Other items**

Supervisor White inquired about the status of equipment purchases, particularly a truck. Highway Superintendent, Russell Page reported that they had narrowed options to an International truck and a Mack

truck, with an estimated cost of around \$305,000 to \$306,000. They were waiting for additional information from Valley Fab regarding the body equipment.

Russell Page mentioned that they were also looking into replacing the service truck, estimating it would cost around \$63,000 to \$64,000. He added that a sander would cost approximately \$15,000.

Regarding delivery times, Russell Page reported that Mack estimated June or July, while International projected August or September.

Dennis Prevost brought up a traffic safety meeting discussion about railroad tracks near the school. He mentioned that York plans to send a letter to the railroad company regarding the poor condition of the tracks. The traffic safety board also intends to send a letter of complaint. Prevost suggested that Leicester could send a letter along with York's to express concerns about the subcontractor's work quality and ensure better results for upcoming work in their area.

The board briefly discussed the history of an overpass in the area and the current issues with the railroad tracks.

## **Executive Session**

No executive session was held.

## **Adjournment**

*Councilmember Jason Yasso moved to adjourn the meeting at 7:25 p.m. Councilmember Karen Roffe seconded the motion.*

The motion carried unanimously, and Supervisor White adjourned the meeting.

Respectfully Submitted by,

Amy L. Neumann