

# Town of Leicester Regular Board Meeting March 25, 2025, at 7:00 p.m. Meeting minutes

## **Open meeting**

### **Pledge to the Flag**

The meeting was opened with the Pledge of Allegiance, led by Councilmember Gerald Hull at the request of Supervisor White.

### **Excused Board Members**

It was noted that Councilman Hull, who was originally going to be excused, did not need to be excused and was present at the meeting.

## **Reports to the Board**

### **Highway Superintendent Report**

The Highway Superintendent's report was distributed via email. Supervisor White confirmed that everyone had received and reviewed it. No questions were raised regarding the report.

### **Town Clerk Financial Reports**

Town Clerk Amy L Neumann presented the monthly report and receipt sheet. The Board received these reports without discussion.

### **Supervisors Financial Report**

Supervisor White presented his February report and the budget report. He mentioned that he didn't want to "kill any little trees this week" by printing excessive copies.

### **RT 36 Railroad Crossing**

Supervisor White informed the Board that he had sent data to the New York State Department of Transportation (DOT) and the Genesee & Wyoming Railroad (G&W) regarding the railroad crossing repair. He sent information to two offices for the DOT and three offices for the G&W to get an answer on when the railroad crossing would be repaired. Supervisor White expressed concern about the safety of the crossing, stating that it was "terrible" and that "someone's going to get hurt over there." He mentioned that if he doesn't receive a satisfactory response, he might ask for public assistance in a PR campaign to prompt action.

## **Minutes of Work Meeting of 03/11/2025**

The minutes from the Work Meeting of March 11, 2025, and the Regular Meeting of February 25, 2025, were presented for approval. Councilmember Karen Roffe made a few corrections:

- In the March 11 minutes, "Boyd and Parker" was misspelled.
- In February 25 minutes, under "Other Items," it was noted that "Supervisor White and Jason Yasso" should be corrected to "Councilmember Jason Yasso."
- Some capitalization issues were pointed out, such as "Ford" and "fire district" needing to be capitalized.

With these corrections noted, a motion was made to approve the minutes:

*Councilmember Jason Yasso moved to accept the minutes with the noted corrections. Councilmember Karen Roffe second. All were in favor. Motion carried.*

## **Truck Purchase**

### **Resolution 03072025**

Supervisor White brought attention to a correction needed for the truck purchase resolution. He explained that when reviewing the contract for signing, he discovered that the Onondaga County contract number previously referenced had expired 3-4 years ago. The correct contract number is 10914. Supervisor White proposed Resolution 03072025 to amend Resolution 03022025 with the correct contract number.

*Councilmember Karen Roffe moved to adopt Resolution 03072025 to correct the contract number. The motion was seconded by Councilmember Matthew Durbin. All were in favor. Motion carried.*

## **Pine Tavern Water District**

Eric Weis from CPL presented an update on the proposed water district. He explained that he had met with Supervisor White and Jason Molino from Livingston County Water Sewer Authority, to develop an updated plan. Eric Weis provided the Board Members with a draft map planning report for their review over the next couple of weeks. He requested that the Board Members thoroughly review the report before the next Work Meeting, where he would be available to answer questions and receive feedback.

Eric Weis highlighted key aspects of the report:

- The project scope
- Survey results
- Overview of capital costs
- Grant assumptions
- District map and legal description

He drew attention to page 6 of the report, which contains key facts and figures, including the overall estimated capital cost and grant assumptions. Eric Weis also pointed out a color-coded map showing parcels already connected to Village Water, which were excluded from the new district.

Eric Weis provided an additional handout detailing the parcels in the district with assumed unit counts, explaining the categories:

- 0 units for parcels in certified ag districts without structures
- 0.1 units for parcels too small to be developed
- 0.5 EDUs for vacant but developable parcels
- 1 EDU for residential, agricultural, and commercial properties

He requested that Board Members review this information for any glaring issues before the next meeting. Eric Weis stated that he would email a PDF of the report to post on the town website, making it accessible to interested residents.

The Board agreed to discuss the report at the next Work Meeting and potentially adopt it at the following Regular Meeting.

## **Audit of Claims**

Supervisor White presented Abstract of Claims number 3 for 2025, totaling \$37,012.37. After confirming that all Board Members had reviewed the claims, a motion was made:

*Councilmember Jason Yasso moved to accept the audit and pay the abstract. The motion was seconded by Councilmember Gerald Hull. All were in favor. Motion carried.*

## **Office Cleaning Contract**

## **Resolution 03082025**

Supervisor White presented two quotes for the office cleaning contract:

- Warren's Commercial Cleaning: \$109 per visit
- ServiceMaster: \$150 per visit

Supervisor White proposed Resolution 03082025 to authorize him to sign a one-year contract with Warren's Commercial Cleaning for \$109 per visit, starting April 1st.

*A motion was made By Councilmember Karen Roffe to adopt Resolution 03082025 for the cleaning contract with Warren's Commercial Cleaning. The motion was seconded by Councilmember Matthew Durbin. All were in favor. Motion carried.*

## **NYS Retirement ROA Requirement**

Supervisor White informed the Board about the New York State Retirement Report of Activity (ROA) requirement. He distributed instructions and forms to affected individuals, explaining that the process needs to start on April 1st and continue for three months. After completion, a resolution will be needed to determine the workday and certify it with the state.

Supervisor White emphasized the importance of compliance, noting that failure to complete the ROA could result in a suspension of benefits. He mentioned that this process should be done once per term, with the possibility of continuation for up to 8 years total. Supervisor White has created a spreadsheet to track the process and ensure timely extensions.

## **Historians Report**

Karen Roffe, serving as both Councilmember and Historian, presented the historian's report. She highlighted several key points:

- Ongoing requests for information about Leicester's history, people, genealogy, and organizations.
- Focus on Boyd Parker Park, including the demolition of an unsafe stone building and installation of a new gazebo.
- Maintenance of the "torture tree," including trimming and recommendations for future care.
- Restoration of historic markers, including one in the Village Park and two others currently being restored.
- Digitization of St. Thomas Church marriage records up to 1989.
- Acquisition of an early map of Kyler (Cuylerville) from around 1840.

Councilmember/ Historian Roffe mentioned future plans, including:

- Continuing work on historic markers
- Potentially placing a marker for the site of the Moscow Academy
- Ongoing collection of information, photos, and artifacts related to Leicester's History

## **Appointment - Code Enforcement**

Supervisor White announced that after nearly a year, they had received an application for the Code Enforcement Officer position from Bob Gallagher, a town resident. Supervisor White described Gallagher as a retired union carpenter with good work experience, though no specific code enforcement experience. He suggested bringing Gallagher in for an interview before or after the next meeting.

The board agreed to meet with Gallagher at 6:30 PM before the next meeting to discuss the position and potential expenses.

## **Other items**

Highway Superintendent Russell Page brought up two items:

- **Surplus Equipment:** Highway Superintendent Page requested to officially Surplus a 1983 Highway Sander (serial number 74722). This led to a discussion about proper procedures for disposing of public property. Supervisor White emphasized the need to follow correct procedures in the future and suggested creating a policy for such matters.

*A motion was made by Councilmember Jason Yasso to declare the sander as surplus equipment (Resolution 03092025). The motion was seconded by Councilmember Matthew Durbin. All were in favor. Motion carried.*

- **New Sander Purchase:** Highway Superintendent Page presented research on replacing the sander. Three quotes were obtained:
- George and Swede: \$13,715 for a Harder Legacy EAS 144
- Valley Fab (Boston): \$13,237.28
- Tenco Industrial (Lakeville): \$15,420

After discussion, the Board favored the George and Swede option due to its local presence and parts availability.

*Councilmember Jason Yasso moved to accept the quote from George and Swede for the sander based on their location, proximity to the town, and availability of parts. The motion was seconded by Councilmember Matthew Durbin. All were in favor. Motion carried.*

Supervisor White commended John Yasso for his work in the cemetery, noting the cleanup efforts and discussing the need for future improvements, including fence repair and stone restoration.

## **Executive Session**

There was no need for an executive session.

## **Adjournment**

*Councilmember Matthew Durbin motioned to adjourn the meeting at 7:36 p.m. The motion was seconded by Councilmember Karen Roffe. All were in favor. Motion carried.*