

Town of Leicester Regular Meeting December 17, 2024, at 7:00 P.M. Final Meeting of the Year **Meeting minutes**

Here are the detailed meeting minutes for the Town of Leicester Regular Meeting on December 17, 2024:

Open Meeting

Pledge to the Flag

Supervisor Richard White asked Russell Page to lead the Pledge of Allegiance. The board members recited the pledge together.

Excused: Jason Yasso

Approval of Minutes

Motion to approve and accept the minutes of November 26th and December 10th, 2024. Motion by: Karen Roffe Seconded by: Gerald Hull

Supervisor White noted that the minutes from December 10th and November 26th were available for review. Karen Roffe made a motion to approve the minutes, which was seconded. The motion carried unanimously.

Correspondence General Info

Cuylerville Fire Dept: Report ?

Supervisor White mentioned that Cuylerville Fire Department did not submit a report.

Leicester Fire Department: Report

Supervisor White stated that Leicester Fire Department submitted a report, which was included in the board members' packets.

Code Officer: Report?

Supervisor White noted that the Code Officer did not submit a report.

Highway Department: Report

Supervisor White mentioned that the Highway Department submitted a report, which was included in the board members' packets. He asked if there were any questions for Russell Page, who was present. No questions were raised.

Financials

Budget Report and Supervisors report

Supervisor White discussed his recent conversation with the auditors. He explained that the auditors suggested, though not demanded, that the financial reports should include both the budget report and the supervisor's report.

Time Sheets: office pay period to change consistent with Highway Dept.

Supervisor White proposed changing the time sheets for the town clerk and court clerk to coincide with the highway department's schedule. He explained that the current system, where the pay period ends on a Friday, makes it challenging to process paperwork by Monday morning. The proposed change would end the work week on Wednesday, providing more time for processing. He mentioned that he had discussed this with both clerks, who were agreeable to the change.

Traffic Safety Board: Provost appointment / organizational meeting

Supervisor White mentioned that Mr. Prevost was not present at the meeting but expressed interest in the traffic safety board. White stated he would put forward Prevost's name at the organizational meeting in January.

York Central School: Recognition for summer rec. program.

Supervisor White reported that he and Jerry Deming were invited to a basketball game on Friday night, where York Central School recognized the towns of York and Leicester for their continued support of the York-Leicester youth program. White expressed that he found this recognition to be a nice gesture.

Tarpon Towers Buy Down: Discussion - See Spread Sheet -for next year's meeting

Supervisor White discussed the ongoing \$81,000 deficit in the water account. He mentioned that Tarpon Towers is still interested in a buy-down. White provided a spreadsheet for board members to review, explaining various scenarios for potential agreements ranging from 35 to 50 years. He suggested that taking a loan and using the monthly income to make payments could result in a \$300,000 advantage for the town. White asked the board to review the numbers and stated they would discuss it further next year.

ARPA Funds

Approval of up to: \$8,000.00 for sidewalk and ramp.

Supervisor White proposed using ARPA funds for a sidewalk leading to the new gazebo at Boyd Parker Park. He mentioned that the initial estimate was \$8,000, but he believed it would come in lower. The project would need to be ADA compliant, requiring railings due to a 7-inch height difference.

\$10,000.00 for the purchase of two Speed signs.

Supervisor White proposed allocating up to \$10,000 for the purchase of two speed signs.

\$2,000.00 for window repairs at Highway Dept.

Supervisor White initially proposed \$2,000 for window repairs at the Highway Department. After discussion with Russell Page, the amount was increased to \$4,000 to provide a buffer.

\$20,900.00 for MAP Report for Pine Tavern Water District, Income survey and Grant application. (\$49,000.00 of \$58,00.00)

Jason Molino explained the three steps for the new water district:

- Map Plan Report: To be developed by Clark Patterson Lee, outlining the boundaries of the Pine Tavern Water District.
- Grant writing: To be done by G&G Municipal Consulting and Grant Writing and Municipal Solutions for USDA funding.
- Income survey: To be conducted to potentially qualify for more grant funds.

Supervisor White clarified that he was seeking to secure funding for these steps, with a total of around \$20,900 (including postage costs for the income survey).

Budget Transfers: ?

This item was not discussed during the meeting.

Actions

120324: Motion to approve and accept the minutes of November 26th and December 10th, 2024.

This motion was addressed earlier in the meeting under "Approval of Minutes."

120424: Motion to approve abstract of claims in the amount of \$6,386.30.

*Motion to approve the abstract of claims in the amount of \$6,386.30. Motion by: Matthew Durbin
Seconded by: Karen Roffe*

The motion carried unanimously.

120524: Motion to Approve the supervisor to purchase two radar speed limit signs consistent with the towns purchasing policy with ARPA funds not to exceed \$10,000.00 by 12/31/24.

*Motion to approve the supervisor to purchase two radar speed limit signs consistent with the town's purchasing policy with ARPA funds not to exceed \$10,000.00 by 12/31/24. Motion by: Karen Roffe
Seconded by: Matthew Durbin*

The motion carried unanimously.

Rob Semmel inquired about the location of the radar speed signs. Supervisor White explained that they would be movable and could be placed on existing poles or signs on town roads. There was a brief discussion about potential issues with placing signs on state roads, particularly in Leroy.

120624: Motion to Approve the supervisor to sign a contract with the low bidder to install a sidewalk to the Gazebo at Boyd & Parker Park consistent with the towns purchasing policy, with ARPA funds not to exceed \$8,000.00 by 12/31/24.

Motion to approve the supervisor to sign a contract with the low bidder to install a sidewalk to the Gazebo at Boyd & Parker Park consistent with the town's purchasing policy, with ARPA funds not to exceed \$8,000.00 by 12/31/24. Motion by: Karen Roffe Seconded by: Gerald Hull

The motion carried unanimously.

120724: Motion to Approve the supervisor to sign a contract with the low bidder to repair the cracked window header on the town barn consistent with the towns purchasing policy, with ARPA funds not to exceed \$2,000.00 by 12/31/24.

Motion to approve the supervisor to sign a contract with the low bidder to repair the cracked window header on the town barn consistent with the town's purchasing policy, with ARPA funds not to exceed \$4,000.00 by 12/31/24. Motion by: Matthew Durbin Seconded by: Gerald Hull

The motion carried unanimously. Note that the amount was increased from \$2,000 to \$4,000 during the meeting based on earlier discussion.

120824: Motion to pass the attached resolution allowing the supervisor to sign the attached contract with Clark Paterson Lee to prepare a Map, Plan & Report project at a cost not to exceed \$5,000.00 to be paid with ARPA Funds.

Supervisor White read aloud a detailed resolution regarding the engagement of Clark Patterson Lee to prepare a Map, Plan, and Report for the Pine Tavern Water District project. The resolution outlined the necessity of the report for district formation and infrastructure improvements, with the cost to be borne by the district upon formation or by the town if the district is not formed.

A roll call vote was conducted:

- Councilperson Roffe: Aye
- Councilperson Durbin: Yes
- Councilperson Hull: Yes
- Councilperson Yasso: Excused
- Supervisor White: Yes

The resolution passed. Supervisor White noted that a public notice of the resolution would be published in the local paper.

Motion to pass the attached resolution allowing the supervisor to sign the attached contract with Clark Patterson Lee to prepare a Map, Plan & Report project at a cost not to exceed \$5,000.00 to be paid with ARPA Funds. Motion by: Matthew Durbin Seconded by: Karen Roffe

The motion carried unanimously.

120924: Motion allowing the supervisor to sign the attached agreement with G&C Municipal Consulting and Grant Writing and Municipal Solutions to complete and file grants as stated in the attached agreement, and complete Income survey for the proposed

Motion allowing the supervisor to sign the attached agreement with G&C Municipal Consulting and Grant Writing and Municipal Solutions to complete and file grants as stated in the attached agreement, and complete the income survey for the proposed Pine Tavern Water District at a cost not to exceed \$15,900 to be paid with ARPA funds. Motion by: Karen Roffe Seconded by: Gerald Hull

The motion carried unanimously.

Abstract of Claims

This item was addressed earlier in the meeting under action item 120424.

Executive Session

Supervisor White mentioned that he had an exit interview with auditors earlier that day. He stated that the auditors' findings were not yet finalized and could not be fully discussed in the open meeting. He offered to provide more details in executive session if desired, but the board members chose to wait for the official findings, which were expected in about two months.

Adjournment

Motion to adjourn the meeting. Motion by: Karen Roffe Seconded by: Matthew Durbin

The motion carried unanimously, and the meeting was adjourned.

Respectfully Submitted by,

Amy L. Neumann