



# Town of Leicester

## Official Publication

February 11, 2025 at 07:00 PM

### Town of Leicester Work Meeting February 11 2025 at 7 pm

1. Open meeting
  - a. Pledge to the Flag
  - b. Board members excused
2. Approval of Minutes - Approve minutes from January 28, 2025 as written.
3. Tarpon Towers - Waiting for Loan cost from attorney. Also looking at possible other options. Will discuss options at March Work Meeting.
4. H R Manual for the Town - Jason followed up with Public Sector HR Consultants LLC and attached is an agreement to provide their services for \$5,700.00, to be paid in three installments as listed in terms of payment section.
  - a. Resolution 02012025 - Motion authorizing supervisor to sign the attached Professional Services Agreement with Public Sector HR Consultants LLC .
5. Damaged Stone in Cemetery: - John Yasso tried to return the Austen stone that was found off its base. He was able to stabilize it, but not return it to the base. He provided an estimate from Gibney monument. Should be forwarded to family?
6. Office Hours and efficiency: - The Board has discussed several items in executive Session to improve our service to our residents and increase retention of staff. The following resolutions are the first step in obtaining this goal.
  - a. Friday Office Hours: - Resolution 02022025 : To provide additional hours to the public, The Board feels it's in the town's best interest to return to the Town Clerks office having Friday hours consistent with the present daily schedule of 8 AM to 4 PM.
  - b. Deputy Clerk / Court Clerk Compensation - Resolution 02032025: As the Town Board set pay Rates at the Budget process, as the above position is a part time position with full time characteristics, as compensation for the above position provides no benefits, It is resolved that The Town Board is instituting an equity adjustment and the hourly rate for the above position will be \$24.00 per hour as of the first full pay period in March, 2025.
7. Prepays - Audit of the prepays \$3,771.13
8. Record of Activities - NYS retirement requires Board to pass standard work days. Will be sending out an example of the Record of Activities to be kept for three months.
9. Other items: - Any added items from the Board or the floor
10. Executive Session: - None
11. Adjournment: - Motion to adjourn meeting

# Town of Leicester Regular Meeting of Town Board January 28, 2025, at 7pm

## Meeting minutes

### **Call to Order:**

### **Pledge to the Flag**

The meeting was called to order, and Karen Roffe led the Pledge of Allegiance.

### **Present/Excused**

Supervisor, Richard White; Councilmembers, Jason Yasso, Gerald Hull, Karen Roffe, Matthew Durbin; Town Clerk, Amy Neumann; Highway Superintendent Russell Page; Town Attorney, James Campbell

Others: Lisa Semmel, Rob Semmel, Dennis Prevost, Rich Neumann

### **Communications:**

#### **Pinski Law Firm**

Supervisor Richard White mentioned receiving a letter from Pinski Law Firm regarding their services. The rate would be \$400 an hour, but the board felt they were satisfied with their current legal representation.

#### **NYS Courts**

Supervisor White reported on a security assessment received from the state courts. The assessment was generally positive, with the main recommendation being improvements to lighting around the building.

#### **Conflict of Interest letter**

A conflict-of-interest waiver for Jim Campbell was discussed regarding the potential creation of the Pine Tavern Water District. The board agreed that Jim could assist with the legal process of creating the district, but a separate attorney should review the actual contract with the county.

*Councilmember Karen Roffe made a motion for the supervisor to sign the conflict-of-interest agreement.  
Councilmember Matthew Durbin seconded the motion. The motion carried.*

#### **USDA**

Supervisor White informed the board about a loan payment due to the USDA for the Route 36 Water District. The next payment of \$22,163.12 is due on March 23, 2025, and will be processed as a direct withdrawal.

### **Reports to the Board**

#### **Minutes of work meeting of 01/14/2025**

The board reviewed and approved the minutes of the January 14, 2025, work meeting.

*Councilmember Jason Yasso made a motion to approve January 14th minutes. Councilmember Gerald Hull seconded the motion. The motion carried.*

#### **Supervisors Financial Report**

This item was scratched from the agenda as the report had not yet arrived from the accounting office.

#### **Town clerk financial reports:**

The town clerk's monthly reports were presented and available for review.

#### **Highway Superintendent Report**

The Highway Superintendent's report was presented. Supervisor White commended the highway department for their good work with snow removal.

## **Youth Board Update**

### **Yearly Update**

The annual update from the Youth Board was postponed as Renee Fanaro could not attend the meeting.

### **2025 Leicester Candidates**

Supervisor White announced that there were currently three candidates for the youth awards banquet: Haley Diamond, Hailey Nearhood, and Jaelyn Fanaro. The nomination deadline is February 7th, and board members were encouraged to submit additional nominations if they had any.

## **Supervisors Report on County Activity**

### **Livingston County Sheriff's Office:**

Supervisor White reported attending the annual award ceremony for the sheriff's office. He mentioned that a local individual received an award but did not disclose the name to avoid embarrassment.

### **High Banks Solar Project**

Supervisor White discussed a meeting about the High Banks Solar Project. The Industrial Development Agency (IDA) will be assisting with the project. The board discussed the potential financial implications of having the town's portion moved from a PILOT (Payment in Lieu of Taxes) agreement to a host community agreement. This change would allow the town to retain all the funds rather than sharing them with the county and school district.

## **Town Attorney**

### **Water deficit in Old Cuylerville Water District.**

Town Attorney Jim Campbell and Supervisor White discussed options for addressing the deficit in the Old Cuylerville Water District. They presented two main options: borrowing money to pay off the deficit or accepting an upfront payment from the cell tower lease. The board discussed the pros and cons of each option, including the potential risks associated with long-term lease agreements. It was decided to explore the possibility of obtaining a loan first before making a final decision.

### **New Fire District**

This item was not specifically discussed during the meeting.

## **Audit of Claims**

### **Resolution 01042025**

The board reviewed and approved the payment of vouchers totaling \$231,379.62, which included a significant payment to the fire district.

*Councilmember Jason Yasso made a motion to pay the bills as audited. Councilmember Gerald Hull seconded the motion. The motion carried.*

## **Policy and Procedure Manual**

Supervisor White emphasized the need to develop a comprehensive policy and procedure manual as recommended by auditors. The board agreed to move forward with obtaining quotes for creating an employee handbook. Board member Jason Yasso volunteered to follow up on this matter.

## **Village Summer concert series**

## **Resolution 01052025**

The board discussed contributing to the village summer concert series. The village typically receives a grant for this event, but this year there is no grant available. The board agreed to contribute up to \$1,600, which would cover approximately half of the expected cost.

*Councilmember Karen Roffe made a motion to approve no more than \$1600 for the village concert series to be given to the village. Councilmember Matthew Durbin seconded the motion. The motion carried.*

## **Yearend Budget Transfers for 2024**

Supervisor White presented a list of year-end budget transfers recommended by the town's financial staff. The transfers included moving funds between various accounts to address payroll issues and properly allocating tower rent income.

*Councilmember Karen Roffe made a motion to approve the year-end transfers as presented. Councilmember Jason Yasso seconded the motion. The motion carried.*

## **Town office Hours**

This item was postponed to the next meeting for further discussion.

## **Executive Session:**

The board voted to enter an executive session to discuss employee history and labor agreements. Town Attorney Campbell was invited to join the executive session.

*Councilmember Jason Yasso made a motion to enter the executive session. Councilmember Gerald Hull seconded the motion at 7:37 p.m. The motion carried.*

## **Return to regular meeting**

Councilmember Karen Roffe Motion to return to regular session. Councilmember Gerald Hull seconded the motion at 8:05 p.m. The motion carried.

## **Report of action taken in executive Session:**

### **Action:**

This item was not discussed in the open meeting.

## **Adjournment**

Councilmember Karen Roffe Motion to adjourn the meeting. Councilmember Jason Yasso Seconded the Motion at 8:06 p.m. The motion carried.

Respectfully Submitted by  
Amy Neumann, Town Clerk

**TOWN OF LEICESTER**  
**RECORD OF RECEIPTS**  
**Jan-25**

<u>DATE</u>	<u>AMOUNT</u>	<u>GENERAL</u>	<u>SOLAR</u>	<u>RT. 36 WATER</u>	<u>HIGHWAY</u>	<u>WATER</u>	<u>JUSTICE</u>	<u>DESCRIPTION</u>
1/6/2025	\$353.92	\$353.92				\$ 353.92		ROLLED COIN FOR DECEMBER 2024 FOR THE WATER SALESMAN
1/7/2025	\$130.59	\$130.59						CK#1966 FOR LOCAL SHARED FEES FROM TOWN CLERK \$130.59 TO TOWN SUPERVISOR WHITE
1/10/2025	\$2,310.00						\$2,310.00	CK#126 \$2310.00 FROM JUDGE SCOFIELD FOR DECEMBER 2025 REPORTING
1/10/2025	\$850.00	\$850.00						CASH FOR \$850.00 PURCHASE OF CEMETERY PLOT FOR RICHARD P STIGGINS CREMAINS MOORE ADDITION EXTENTION #182SW DCLEMENTS.
1/10/2025	\$3,772.23				\$3,772.23			CK#249164 FOR NOVEMBER 2024 NYS SNOW AND ICE CONTROL INVOICE 12/16/2024
1/24/2025	\$6,022.47			\$6,022.47				CK#5143 FROM LIV CO WATER & SEWER AUTH. FOR ACCT 25-1073 \$2516.20 & ACCT 25-1221 \$3506.27 (ACCT # 25-1073 SHORT \$328.20)10-01-24-12/31/24
1/24/2025	\$771.78	\$771.78						CK#21677387 \$771.78 Bottsford, Helen C PFDN TRUST REMITTANCE
1/24/2025	\$1,636.24	\$1,636.24						CK#21677376 \$1636.24 Bottsford Leslie L OCHR TRUST REMITTANCE
1/24/2025	\$883.95				\$883.95			CK#16555 FOR SALE OF SCRAP FOR THE TOWN HIGHWAY JANUARY 9, 2025
1/24/2025	\$2,000.00	\$2,000.00						CK#11761 TRAFFIC DIVERSION OCT -DEC 2024
1/28/2025	\$27,443.00			\$27,443.00				CK#637 FROM A NEUMANN TAX COLLECTOR TO SUPERVISOR WHITE FOR 2025 TAXES COLLECTED ROUTE 36 WATER DISTRICT
1/28/2025	\$37,610.00					\$37,610.00		CK#638 FROM A NEUMANN TAX COLLECTOR TO SUPERVISOR WHITE FOR 2025 TAXES COLLECTED CUYLERVILLE WATER DISTRICT OLCWD
1/28/2025	\$3,200.00	\$3,200.00						CK#639 FROM A NEUMANN TAX COLLECTOR TO SUPERVISOR WHITE FOR 2025 TAXES COLLECTED EAST RIVER ROAD LIGHT DISTRICT
1/28/2025	\$5,200.00	\$5,200.00						CK#640 FROM A NEUMANN TAX COLLECTOR TO SUPERVISOR WHITE FOR 2025 TAXES COLLECTED CUYLERVILLE LIGHT DISTRICT
1/28/2025	\$187,495.00	\$187,495.00						CK#641 FROM A NEUMANN TAX COLLECTOR TO SUPERVISOR WHITE FOR 2025 TAXES COLLECTED LEICESTER CUYLERVILLE FIRE DISTRICT
1/28/2025	\$318,000.00	\$318,000.00						CK#642 FROM A NEUMANN TAX COLLECTOR TO SUPERVISOR WHITE FOR 2025 TAXES COLLECTED TOWN GENERAL FUND