

Town of Leicester

Meeting minutes

Call to Order/Roll Call

The Meeting of the Town of Leicester was called to order by Supervisor Richard White on Tuesday, January 27, 2026, at 7:00 PM. The Pledge of Allegiance was recited.

All Board Members were present including Councilmembers Karen Roffe, Matt Durbin, Gerald Hull, and Jason Yasso. Also present were the Town Clerk Amy L. Neumann and Town Attorney James Campbell. Others present included Jason Molino from Livingston County Water Sewer Authority.

Others Present

Ken Mock, Frank Chirico, Heidi Newcomb, Joe Newcomb, Lisa Semmel, Dean DeGraff, Amy DeGraff, Earl DeGraff, Charlotte DeGraff, Dennis Prevost.

Approval of Minutes

The Board reviewed the Minutes from the previous meeting. Supervisor White asked if there was any clarification needed on the Water District Phase 1 reporting, but the matter was resolved prior to approval.

Motion to accept the minutes as written was made by Councilmember Karen Roffe, seconded by Deputy Supervisor/Councilmember Jason Yasso, and carried unanimously.

Reports to the Board

Town Clerk Financial Reports

The Board acknowledged receipt of the Town Clerk's Financial Reports.

Code Office Report

Supervisor White noted that the Code Officer was expected to join the meeting but was absent, so no Report was presented.

Supervisors Financial Reports

Supervisor White explained that the Financial Reports from the Bookkeeper had not arrived and would be presented at the next meeting.

Highway Superintendent Report

Highway Superintendent Russell Page's Report was discussed. A question was raised about a sign at York Townline that needed repair. Superintendent Page explained that the wind had taken it down and that the posts, which were 20-25 years old, had rotted enough for the wind to damage them.

Supervisor White commended the Highway Department for their work during the recent heavy snowstorms, noting the roads were kept passable despite difficult conditions.

Annual Department Head Audits

The Board discussed the assignments for the Annual Audits:

- Court Audit to be conducted by Councilmembers Karen Roffe and Gerald Hull. It was noted the Court had prepared everything and had been waiting for this.
- Town Clerk Audit to be conducted by Deputy Supervisor/Councilman Jason Yasso and Supervisor Richard White.
- Supervisor's Audit to be conducted by Councilman Jason Yasso and Councilman Matthew Durbin.

Other Items

Snowplow Accident

Supervisor White reported a minor accident involving a snowplow. The incident had been reported to the Insurance Company, and the Town Attorney was aware of it. He asked about safety equipment on the truck, specifically about a light that was visible in a video sent to him. Superintendent Page suggested it might be outdated equipment that was no longer needed.

Mailbox Policy

The Board discussed three complaints received about mailboxes damaged during snow removal operations. Superintendent Page explained the Town's Policy, noting that mailboxes are placed in the right-of-way as a privilege, not a right.

Superintendent Page presented four different documents published over the years regarding mailbox issues. He explained that while the Town has no legal obligation to fix damaged mailboxes, they often help elderly residents or those without family support if they know the damage was directly caused by the plow. He noted that plastic mailboxes are especially vulnerable to the force of snow rather than direct hits from plows.

Supervisor White acknowledged that Highway Law exempts the Town from responsibility but appreciated the Department's efforts to assist residents when possible. The Board agreed to post the Policy on the Town Website to better inform residents.

Snow Removal Concerns

Superintendent Page also raised concerns about residents pushing snow across roads when clearing their driveways, noting this practice is illegal and creates potential liability for accidents. The Board agreed this warning should also be Posted on the Town Website.

Acknowledge Highway Crew

The Board formally acknowledged the excellent work of the Highway Crew during recent storms, with Supervisor White noting they performed better than crews in other areas.

Policies Review

Supervisor White mentioned that several Policies were in draft form for review. He couldn't locate the physical copies but asked Deputy Supervisor/Councilmember Jason Yasso to send them digitally to Board Members for discussion at the next work meeting, after which they would be forwarded to the Attorney for final review.

Pine Tavern Water District: "West Town Water District"

The Board reviewed the Final Map Plan and Report for what will officially be called the West Town Water District (though informally still referred to as Pine Tavern).

Attorney Campbell provided context, explaining that the next step in the process was to adopt a resolution accepting the Map Plan Report as the official basis for the district formation and improvements. He emphasized the project's interconnection with the Regional Project being done by the Water and Sewer Authority, particularly regarding the Perry Road Transmission Main and Storage Tank.

Campbell noted that the interdependence between the projects meant that if funding for one portion changed (such as the ARPA funds expected to be addressed in a subrecipient agreement at the county level the next day), it would significantly impact on the other project.

Resolution #0103-26 to accept the Map Plan Report for the Town of Leicester West Town Water District was moved by Deputy Supervisor/Councilmember Jason Yasso, seconded by a Councilmember Gerald Hull, and approved unanimously via roll call vote.

After accepting the Map Plan Report, the Board moved to begin the SEQR (State Environmental Quality Review) process. Attorney Campbell explained this would be a Type 1 Action requiring coordinated review with other agencies like the Health Department.

Resolution #0104-26 declaring the Town of Leicester as Lead Agency for the SEQR process was moved by a Council Member Karen Roffe, seconded by Councilmember Matthew Durbin, and approved unanimously via roll call vote.

Discussion of Petition Process

Attorney Campbell then outlined the petition process for forming the Water District, explaining that petitions needed to be signed by property owners representing more than 50% of the total assessed value of the district, as well as more than 50% of the resident owners.

He provided detailed instructions for those who would be carrying the petitions:

- Only residents of the proposed district could carry petitions
- Each petition carrier must have a complete map plan report with them
- Both spouses must sign if both are on a deed
- Signatures must be witnessed in person
- Each page must be properly certified
- Special care must be taken to ensure signatures are authentic

The Board agreed to hold a Public Informational Meeting on February 10th at 7:30 PM (following their work meeting) to present the project to residents and collect petition signatures. Dennis Prevost volunteered to lead the petition effort.

Audit of Claims

Motion to pay Abstract of Claims #1 as audited, in the amount of \$39,572.52, was made by Councilmember Karen Roffe, seconded by another Councilmember Matthew Durbin, and carried unanimously.

Executive Session

Motion to enter Executive Session with Board Members and the Town Attorney present to discuss pending litigation and Attorney-Client protected items was made by Councilmember Matthew Durbin, seconded by a Councilmember Karen Roffe at 8:03 p.m., and carried unanimously.

The Board entered Executive Session.

The Board moved to Regular Session with Motion from Deputy Supervisor/Councilmember Jason Yasso, Seconded by Councilmember Karen Roffe at 8:43 p.m. with no action taken, adjourned at 8:43 p.m. as well.