

Town of Leicester, Regular Meeting, November 25, 2025

Meeting Minutes

Call to Order/Roll Call

The Town of Leicester Regular Meeting was called to order on Tuesday, November 25, 2025, at 7:00 PM by Town Supervisor Richard White. Supervisor White asked the Boy Scouts present to lead the Pledge of Allegiance.

The Board Members present included Supervisor White and all other Board Members except for Matthew Durbin.

Others

Town Attorney James Campbell, Eric Weis from Clark Patterson Lee Engineers, and Jason Molino from Livingston County Water and Sewer.

Public Present

Ken Mock, Emma Slater, Tenley Harris, Jane Hull, Kelly Harris, James Kane, John Yasso, Dennis Prevost.

Approval of Minutes

Supervisor White asked if all Board Members had reviewed the Minutes from the November 11th Work Meeting. After confirmation, he called for a motion to approve the minutes as written.

Motion by a Board Member, Karen Roffe, to accept the Minutes from the November 11th Work Meeting, seconded by Board Member Gerald Hull. Motion carried unanimously.

Pine Tavern Water District

Eric Weis from CPL presented updated plans for the Pine Tavern Water District. He distributed packets to the Board containing a schedule, information on equivalent dwelling units, an updated map, and an updated cost estimate.

Mr. Eric Weis explained the map details, noting that green lines represented existing water lines not owned by the Town of Leicester, blue lines showed Town of Leicester lines and Water Authority lines, and red lines indicated the proposed Livingston County Water Sewer authority lines for the Regional Water Project. The Regional Project will include a 12-inch Transmission Main on Perry Road, a Water Storage Tank, and a Pump Station.

He outlined that the project would be divided into phases:

- Phase 1 would be the Authority piece of the Regional Project (approximately \$7 million) funded by the Water Sewer Authority through NYC FC Grant/Loan package and the Town's allocated ARPA funds.
- Phase 2 had four different options, each including units around the transmission main plus additional areas shown on the map.

Mr. Eric Weis presented cost estimates for the four Phase 2 options:

- Option 1: \$3,250,000 serving 89 units, resulting in a cost of \$994 per year per user
- Option 2: \$5,300,000 serving more units but at \$1,154 per year per user
- Option 3: Less capital cost than Option 2, resulting in \$1,053 per year per user
- Option 4: All areas included at \$1,192 per year per user

Mr. Eric Weis noted two of the options exceeded the New York State Comptroller's limit (currently \$1,101), which would require additional application time and approval process. He explained they would need to refine the unit count and estimates to try to get under the limit for the desired option.

The Board discussed potential Grant Funding through WIA (potentially 70% grant) with the remainder covered by a USDA rural development loan for 38 years. Mr. Eric Weis indicated he believed the project had better than a 50% chance of receiving funding because it met several key criteria: tying into a Regional Project, addressing documented water quality issues, having strong survey results from Property Owners, and addressing areas negatively impacted by the Salt Mine collapse.

Mr. Eric Weis also reviewed the proposed equivalent dwelling unit (EDU) definition that would be used for billing purposes:

- Single-family homes: 1 unit
- Multiple dwellings on same parcel: 1 unit for first dwelling, 0.5 unit for each additional
- Vacant developable land not in an Ag District: 0.5 unit
- Vacant non-developable land: 0.1 unit
- Parcels in a certified Ag District: exempt from debt service

The Board consensus was to pursue Option 4 (serving the maximum number of residents possible) while attempting to refine the numbers to get under the Comptroller's limit.

Mr. Eric Weis presented a tentative schedule for the project:

- January 13th meeting: Board Resolution to accept map and report, start SEQR process
- February 10th meeting: Accept petition and schedule Public Hearing
- March: Public Hearing, finalize SEQR, and Resolution for Formation of Water District
- Later steps would include Bond Resolution and Grant Applications

The Town Board and Mr. Eric Weis discussed the petition process, which would require signatures representing 51% of assessed valuation and 51% of Residences. They agreed to hold an Informational Meeting to explain the project to Residents and begin collecting Petition Signatures. The Town would mail notifications to affected Property Owners.

Reports to the Board

Supervisors Financial Reports

Supervisor White noted that the Supervisor's Report and Budget Report had been distributed to all Board Members. He mentioned that several transfers would need to be made next month, and asked Members to review the reports carefully.

Highway Superintendent Report

The Highway Superintendent's Report was distributed to the Town Board with no questions raised.

Town Clerk Financial Reports

The Town Clerk's Financial Reports for Animal, Marriage, and Monthly Receipts were distributed with no questions raised.

Code Office Report

Supervisor White noted there was no Code Officer report. He stated he would invite the Code Officer to one of the December meetings to introduce him to Board Members who haven't yet met him.

White Creek Solar

Town Attorney James Campbell reported that a pre-construction meeting for the White Creek Solar Project would be scheduled soon. While they didn't have a firm date yet, it was expected that groundwork would begin shortly.

Audit of Claims

Supervisor White presented Abstract of Claims #11 in the amount of \$109,090.72 for approval. He noted this amount included the final \$45,000 payment to the Village of Leicester for the water issue, though the Town still owes \$90,000 plus interest to the Highway Department. Based on current figures, he indicated they should be able to pay off that debt in two years rather than three as originally planned, which would allow them to remove the surcharge a year early.

Motion by a Board Member Gerald Hull to approve payment of Abstract of Claims #11 in the amount of \$109,090.72, seconded by another Board Member Karen Roffe. Motion carried unanimously.

Executive Session

No executive session was needed.

Adjournment

Motion by a Board Member Jason Yasso to adjourn the meeting, seconded by another Board Member Karen Roffe. Motion carried unanimously.

The meeting was adjourned with Supervisor White wishing everyone a Happy Thanksgiving.