

Town of Middlesex

Regular Meeting

July 10 , 2025

Present: David Adam, Supervisor
Leon Button, Council Member
Paul Mitchell, Council Member
Stephanie Betts, Council Member
Austin Liddiard, Council Member

Also Present: Sarah Purdy Yates County Legislature
Josh Burnett, Highway Superintendent

Middlesex Town Board Meeting

Attendance

Date: July 10, 2025

Please print your name clearly

1. Sarah Purdy
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Recording: Rebecca Moore, Town Clerk

Call to Order/Pledge

Supervisor Adam called the meeting to order at 7:00 PM at the Town Hall, 1216 State Route 245, Middlesex NY. He led the Pledge of Allegiance.

Open Public Comments 7:01 PM

Hearing none

Close public comments 7:01 PM

Request to approve June 12, 2025 board meeting minutes was approved by Council Member Betts and Council Member Button seconded approval, all in favor

Town Clerk Report Town Clerk report submitted to the Town Board.

Town Clerk Department Monthly Report

Date: 07/10/2025

Reporting Period: From 06/13/2025 to 07/10/2025

Major Tasks Completed

1. Several F.O.I.L. requests completed and put together all Town Clerk requested items for upcoming audit

Items to Note (unexpected costs, repairs, staffing updates, revenue updates)

We have received a total of \$2,560.00 in engineering fees reimbursement and billed out \$4,520.00 on 6/24. Outline of engineering fees reimbursement properties are listed below.

Address	Name	Santec Invoice #	Santec Invoice date	Hours worked	Rate	TOTAL	Town Invoice Date	Payment Received	Amount Outstanding
1121 South Lake Road	Green Apple	218488	11/21/2024	4	\$ 340.00	\$ 1,360.00	5/1/2025	\$ 1,360.00 CA 2067	XXX
989 South Lake Road	David Secora	2382774	4/18/2025	6	\$ 340.00	\$ 2,040.00	5/1/2025	\$ 2,040.00 CA 1706	XXX
Baro Hill Road	Sweet Lou Acres	2382772	4/18/2025	6	\$ 340.00	\$ 2,040.00	5/1/2025	\$ 2,040.00 CA 9178	XXX
206 E Lake Road	Sherwood	2403467	6/1/2025	28.25	\$ 360.00	\$ 10,170.00	6/24/2025		
						\$ 7,360.00		\$ 2,560.00	\$ 4,800.00

Revenue for marriages and/or certified copies has been slow. No marriages. 7 dog licenses were renewed from 6/13 – 07/10. I mailed out 4 July dog renewal notifications on 7/1. There was 1 building permit applied.

07/01/25
18:35:47

Town of Middlesex
Cash Book Transactions
For the period 06/13/25 through 07/10/25

Total: \$128.00

Deposited:

Date	Name	Description	DEC	DL	ML	Other
06/24/25	ROSS, NEIL	0000113FS RENEWAL 1900403		10.00		
06/24/25	ROSS, NEIL	0000173FS RENEWAL 1900402		10.00		
06/24/25	MCCANN, THOMAS	0000194MN RENEWAL 1900400		10.00		
06/24/25	ROSS, NEIL	0000238MN RENEWAL 1900404		10.00		
06/24/25	KINTZEL, ULF	0000256MU RENEWAL 1900401		18.00		
06/24/25	ROSS, NEIL	0000298FS RENEWAL 1900405		10.00		
06/25/25	913 HADSELL ROAD	BUILDING PERMITS PERM TH 2025-0539				50.00
07/01/25	PELTON, KATHRYN	0000307FS RENEWAL 1900406		10.00		
Total:			0.00	78.00	0.00	50.00
Deposit Amount:						
Cash:						\$0.00
Checks:						\$128.00
Credit Card Amount:						\$0.00

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	842.00
PAID 50% TO COUNTY TREASURER FOR DOG LICENSES	27.00
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	10.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	22.50
TOTAL DISBURSEMENTS	901.50

Upcoming Projects

- Meeting with Meghan Kincaid from Yates County on 7/15 from 3-4 for a real property director meeting.
- From my conference, I learned a few processes that we do not have in place, nothing major, that I will need to implement. I need more time to write those up and get those costs together. I will keep you posted.
- I will be beginning scanning in the office once taxes are completed. I will be outlining in policies our required retention guidelines based off of document type. I will need to order more banker boxes eventually so I can start storing boxes up stairs with destruction dates one them. I will ALSO be planning on (future based) scanning what's upstairs as well. I will be working on most current and my day to day filing first, then work my way back into the future dates.

Submitted By:

Signature: Rebecca Moore

Name: Rebecca Moore

Title: Town Clerk

Date: 7/9/2025

For Town Board Review – Monthly Meeting Date: 7/10/2025

Highway/Buildings/Grounds

Highway Superintendent report submitted to the Town Board.

Highway Department Monthly Report

Date: 7/2/25

Reporting Period: From 6/12/25 to 7/10/25

Major Tasks Completed

1. Hauled 1As for stock pile for stone and oil
2. Replaced cross culvert on mertz Rd.
3. Hauled CR1 for valley view and button cross
4. Put gravel on Valley View and Button cross
5. continued mowing roadsides
6. Cleaned up various trees

add: prices for equipment
trailer 14K lb 22 ft trailer
tilt bed - brand new
\$9,275.00
w/ ramps - 1416 new
\$8,320.00

Items to Note (unexpected costs, repairs, staffing updates)

Truck 5 had work done at the county
Truck 6 had work done at the county

used 2012 ~~14K lb~~ 14K lb
\$12,850

Upcoming Projects

Start wedging to get ready for stone and oil
Ditching
Finish Grading gravel roads
Dust oil gravel roads (End of next week)
Paving Elwell end of August
Nova Chip Pave on Mertz beginning of September

Submitted By: Signature: [Signature]

Name: Josh Burnett

Title: Highway Superintendent

Date: 7/2/25

For Town Board Review - Monthly Meeting Date: 7/10/25

2025

Midlakes Trailer Sales

TWB14

14,000 lb Equipment Trailer with 8" I-Beam Frame

Sizes: 83/02 x 18'--22'

GVWR: 14000 lb

Iron Bull proudly present our latest addition: the TWB model, an 8" I-Beam tilt trailer that combines the finest features from both the EWB and TLB models. Get ready for a show-stopping performance!

- 📍 Find a Dealer
- 🔧 Order Parts
- 📄 Request a Quote
- 📄 Download Brochure
- 💰 Financing
- 📢 Why Buy Iron Bull
- 💬 Ask A Question
- ★ Leave a Review

\$9,275.00



CALCULATE PAYMENTS

APPLY NOW

Text Us!



Home About Us Contact Us



2025

EWB14

★★★★☆ (4.8)

14,000 lb Equipment Trailer with 8" I-Beam Frame

Sizes: 83 x 18--24'

GVWR: 14,000 -- 16,000 lb

The Ironbull EWB is available in 14k or 16k GVWR and is designed for a balanced and smooth towing experience. The oversized front toolbox provides you with an organized storage solution that eliminates clutter and reduces the risk of misplaced or lost tools. Standard with an 8" I beam frame and tongue and available in 83" or 102" wide, this equipment hauler can get the job done!

- [Find a Dealer](#)
- [Request a Quote](#)
- [Financing](#)
- [Ask A Question](#)
- [Order Parts](#)
- [Download Brochure](#)
- [Why Buy Iron Bull](#)
- [Leave a Review](#)

\$8,320.00



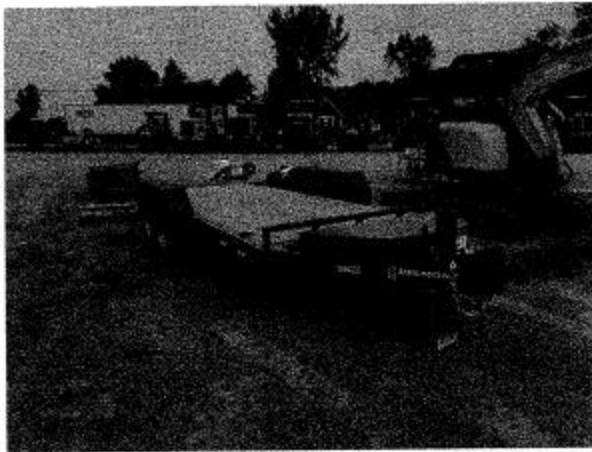
CALCULATE PAYMENTS

APPLY NOW

Text Us!



2022 BELMONT SSTD18-14K



USD ▼ **USD \$12,850**

Machine Location: [7155 Big Tree Road Pavilion, New York 14525](#)

Seller Information

GEORGE & SWEDE SALES & SERVICE

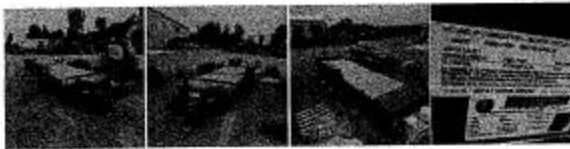
Contact: Greg Newell

Phone: (585) 653-4009

Pavilion, New York 14525

(585) 653-4009

[Video Chat](#)



[Hide Thumbnails](#)

Description

81" x 18' Trailer, Tandem Spring, Tilt

Specifications

Year	2022	Manufacturer	BELMONT
VIN	50PAT1829NL006248	Condition	New
Stock Number	5775	Length	18 ft
Composition	Steel	Floor Type	Wood Floor
Number of Rear Axles	Tandem		

Water District Superintendent – Alan Williams

Working on obtaining three quotes for a full material list to fix continued leak. Once received, will submit

Code Enforcement Officer – Alan Pierce

Remaining busy

Historian – Amberle Kelly

Working primarily on the Free community event for the schoolhouse anniversary event

Yates County Legislature – Sarah Purdy

REPORT FOR MIDDLESEX

1. The County's Human Services Department Heads and agencies continue to monitor the impact on our community of proposed or enacted federal changes to Medicaid and SNAP (Supplemental Nutritional Aid Program). The most immediate impact is the loss of most SNAP-related programs and offerings throughout this summer.
2. Long-time Community Services Director George Roets is retiring on July 18. Deputy Director Lisa Principio will be the next Director.
3. The Yates County Fair started on Sunday the 6th and continues through this Saturday. Remaining activities include the 4H and Open Dairy Show at 10 am on Friday, Kids Day 4H Activities from 1-4 pm on Friday, the Open Livestock Show at 10 am on Saturday and the 4H Dog Show at noon on Saturday.
4. At next Monday's meeting, the Legislature will hold two Local Law public hearings. Proposed Local Law #2 would extend the Yates County Pilot Youth Deer Hunting Program through 2028. Proposed Local Law #3 would renew the County's 4% Occupancy Tax for three years. If no major objections are expressed at these hearings, both Local Laws will be adopted.
5. Also at next Monday's meeting, the Legislature is expected to reappoint Real Property Services Director Meghan Kincaid to a six-year term.
6. The Broadband project continues to progress. Middlesex remains on track to have customer service orders start installation this year.
7. Sales tax revenues thus far this year are 5.65% higher than at this point in 2024.
8. Finally, at the June 9 Legislature meeting, the Legislature authorized a contract with SMRT Architects and Engineers, for architectural and engineering services in an amount not to exceed \$2.9 million, for a potential project for an updated public safety facility. The Ad Hoc Public Safety Facility Committee is now developing a Request for Proposals for construction management firms and is issuing the RFP, with responses due by August 21.

Tax Assessor- Patrick Grimaldi

All is looking well

David Adam, Supervisor

FEMA update: things are looking to be on track and our claim is following the correct path for approval. It is a long process, but we are moving along the process.

June Budget recap: looked at the money in the town accounts to ensure we are on track to meeting the budget and things are looking good. Looking to start the 2026 with a 4% increase to see where the final numbers end up.

Plan August budget workshop with Board members: August 28th @ 7PM

Policy discussion: The following document is what Council member Betts used as a point of reference:

Sexual Harassment Policy for All Employers in New York State



Combating
Sexual Harassment

Introduction

██████████ is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town of Middlesex commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Town of Middlesex. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. ██████████ policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town of Middlesex. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of Middlesex will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of ██████████ who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or ██████████. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject [REDACTED] to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. [REDACTED] will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town of Middletown will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. [REDACTED] will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to [REDACTED].
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an

individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. [REDACTED] cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or [REDACTED]. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or [REDACTED].

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to [REDACTED].

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. [REDACTED] will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, [REDACTED] will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by [REDACTED] but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at [REDACTED], employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to [REDACTED] does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

The following is a DRAFT of the Town of Middlesex Sexual Harassment Prevention Policy:

Town of Middlesex
YATES COUNTY, NEW YORK

Sexual Harassment Prevention Policy

1. Purpose and Commitment

The Town of Middlesex is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. ([The Official Website of New York State](#))

2. Applicability

This policy applies to all Town of Middlesex employees, applicants for employment, interns (paid or unpaid), contractors, and persons conducting business with the Town. It covers conduct in the workplace and at work-related events, whether on or off Town premises. ([The Official Website of New York State](#))

3. Prohibited Conduct

Sexual harassment is unlawful and includes, but not limited to, unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Such conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances or propositions.
- Inappropriate touching, patting, or pinching.
- Sexually suggestive or obscene comments, jokes, or emails.
- Displaying sexually explicit or suggestive materials.
- Making derogatory or demeaning comments about someone's gender or sexual orientation.

Town of Middlesex
YATES COUNTY, NEW YORK

4. Reporting Procedures

Any individual who believes they have been subjected to sexual harassment should report the incident promptly to the Town Supervisor or the designated representative. Reports can be made verbally or in writing. A complaint form is available () and can be used to submit a written complaint.

If the complaint involves the Town Supervisor, the report should be made directly to the Town Board.

5. Investigation and Response

All complaints will be taken seriously and investigated promptly and thoroughly. The investigation will be conducted in a manner that ensures confidentiality to the extent possible. If a complaint of sexual harassment is found to be valid, immediate and appropriate corrective action will be taken.

6. Retaliation Prohibition

Retaliation against individuals who report sexual harassment or participate in investigations is strictly prohibited. Any employee who retaliates against another for reporting sexual harassment will be subject to disciplinary action, up to and including termination. ([The Official Website of New York State](#))

7. Training Requirements

All employees of the Town of Middlesex are required to complete annual sexual harassment prevention training. New employees must complete this training within 30 days of their start date. Training will be interactive and include: ([The Official Website of New York State](#))

- An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights. ([The Official Website of New York State](#))
- Examples of conduct that would constitute unlawful sexual harassment. ([The Official Website of New York State](#))
- Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims. ([The Official Website of New York State](#))
- Information concerning employees' rights of redress and all available forums for adjudicating complaints.

Town of Middlesex

YATES COUNTY, NEW YORK

8. Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town of Middlesex but is also prohibited by state, federal, and local law. Aside from the internal process at the Town, employees may also choose to pursue legal remedies with the following governmental entities:

- New York State Division of Human Rights (DHR): [https://dhr.ny.gov/complaint\(The Official Website of New York State\)](https://dhr.ny.gov/complaint(The Official Website of New York State))
- United States Equal Employment Opportunity Commission (EEOC): [https://www.eeoc.gov/filing-charge-discrimination\(The Official Website of New York State\)](https://www.eeoc.gov/filing-charge-discrimination(The Official Website of New York State))

9. Policy Dissemination

This policy will be distributed to all employees upon hiring and annually thereafter. It will also be posted prominently in all Town of Middlesex facilities and made available on the **Town of Middlesex** website.

The following is a DRAFT of the Town of Middlesex Procurement Policy:

Town of Middlesex
YATES COUNTY, NEW YORK

Procurement Policy

1. Purpose

This Procurement Policy establishes guidelines for acquiring goods and services not subject to competitive bidding under GML §103. It aims to ensure the prudent and economical use of public funds, facilitate the acquisition of high-quality goods and services at the lowest possible cost, and guard against favoritism, improvidence, extravagance, fraud, and corruption.

2. Legal Authority

This policy is adopted pursuant to GML §104-b, which mandates that municipalities adopt internal policies and procedures for all procurements not required to be made under competitive bidding laws.

3. Applicability

This policy applies to all purchases of goods and services by the Town of Middlesex that are not required by law to be competitively bid.

4. Procurement Procedures

A. Determination of Procurement Method

Prior to any procurement, a determination shall be made as to whether the procurement is subject to competitive bidding under GML §103. If not, the procurement shall follow the procedures outlined in this policy.

B. Methods of Procurement

The following methods shall be used for procurements not subject to competitive bidding:

- **Verbal Quotations:** Soliciting verbal quotes from vendors.
- **Written Quotations:** Obtaining written quotes via mail, fax, or email.
- **Request for Proposals (RFP):** Issuing formal RFPs for services where factors other than price are considered.

Town of Middlesex
YATES COUNTY, NEW YORK

C. Procurement Thresholds

The following chart outlines the required procurement methods and approvals based on the estimated cost:

Estimated Cost	Procurement Method	Approval Required
\$0 – \$3,000	Discretionary purchase	Town Supervisor
\$3,001 – \$10,000	Minimum of two verbal or written quotes	Town Supervisor
\$10,001 – \$20,000	Minimum of three written quotes	Town Supervisor
\$20,001 – \$35,000	Formal RFP or sealed bids	Town Board Approval
Over \$35,000	Formal RFP or sealed bids	Town Board Approval

Note: For public works contracts, the competitive bidding threshold is \$35,000; for purchase contracts, it is \$20,000, as per GML §103.

D. Exceptions

Procurements may be exempt from the above procedures under the following circumstances:

- **Emergency Situations:** Where delay would endanger public health, safety, or property.
- **Sole Source:** Only one vendor is capable of providing the required goods or services.
- **Preferred Source:** Purchases from preferred sources as defined by law.
- **State or County Contracts:** Purchases made through existing state or county contracts.

All exceptions must be documented, stating the rationale for the exemption.

5. Professional Services

Professional services, such as legal, engineering, or auditing services, are exempt from competitive bidding requirements. However, the Town shall, when practicable, solicit proposals or quotations to ensure the prudent and economical use of public funds.

6. Documentation

All procurement actions must be documented, including:

Town of Middlesex
YATES COUNTY, NEW YORK

- The method of procurement used.
- The vendors contacted and the quotes or proposals received.
- The rationale for selecting a particular vendor, especially if not the lowest quote.

7. Annual Review

This policy shall be reviewed annually by the Town Board, and any necessary updates shall be made by resolution.

8. Effective Date

This policy shall take effect immediately upon adoption by the Town Board.

South Lake Road Assessment update: Lu Engineering is coming later this month to come up with a report of suggestion and forward to the board for review.

The following is the monthly report of Supervisor:

MONTHLY REPORT OF SUPERVISOR

TO THE TOWN BOARD OF THE TOWN OF MIDDLESEX:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of June, 2025:

DATED: July 9, 2025


SUPERVISOR

	Balance 05/31/2025	Increases	Decreases	Balance 06/30/2025
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	417,283.47	240,963.66	627,137.77	31,109.36
CASH - MONEY MARKET	1,557,722.76	193,195.21	93,591.64	1,657,326.33
PETTY CASH	0.00	250.00	0.00	250.00
TOTAL	1,975,006.23	434,408.87	720,729.41	1,688,685.69
DA HIGHWAY FUND				
CASH - CHECKING	77,047.21	96,539.25	2,075.00	171,511.46
CASH - SAVING	1,531,522.03	83,823.00	96,534.02	1,518,811.01
HWY EQUIPMENT RESERVE	80,000.00	0.00	0.00	80,000.00
TOTAL	1,688,569.24	180,362.25	98,609.02	1,770,322.47
HA ROAD REPAIR CAPITAL PROJECT				
CASH - CHECKING	1,508.89	0.00	0.00	1,508.89
TOTAL	1,508.89	0.00	0.00	1,508.89
L MUNICIPAL LIBRARY				
CASH - CHECKING	24,706.50	0.00	0.00	24,706.50
TOTAL	24,706.50	0.00	0.00	24,706.50
PN CEMETERY				
CASH - CHECKING	2,328.48	0.00	0.00	2,328.48
TOTAL	2,328.48	0.00	0.00	2,328.48
SF FIRE PROTECTION DISTRICT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SL LIGHTING DISTRICT				
CASH - CHECKING	2,746.64	0.00	107.47	2,639.17
SAVINGS	5,100.00	0.00	0.00	5,100.00
TOTAL	7,846.64	0.00	107.47	7,739.17
SW WATER DISTRICT				
CASH - CHECKING	44,771.97	16,994.92	41,389.32	20,377.57
MONEY MARKET	430,633.05	40,696.19	16,994.92	454,334.32

	Balance 05/31/2025	Increases	Decreases	Balance 06/30/2025
TOTAL	475,405.02	57,691.11	56,384.24	474,711.89
TA TRUST & AGENCY				
CASH - CHECKING	5,571.34	48,668.80	47,999.10	6,241.04
HRA ACCOUNT	11,372.25	0.00	0.00	11,372.25
TOTAL	16,943.59	48,668.80	47,999.10	17,613.29
TOTAL ALL FUNDS	4,192,314.59	721,131.03	925,829.24	3,987,616.38

TOWN OF MIDDLESEX
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Unencumbered Encumbered	Unencumbered balance	% Remaining
GENERAL GOVERNMENT SUPPORT						
TOWN BOARD						
PERSONNEL SERVICES						
A1010.1	TOWN BOARD - PERSONNEL SERVICES	11,000.00	5,420.60	0.00	5,579.40	50.7
	TOTAL PERSONNEL SERVICES	11,000.00	5,420.60	0.00	5,579.40	50.7
	TOTAL TOWN BOARD	11,000.00	5,420.60	0.00	5,579.40	50.7
JUSTICE						
PERSONNEL SERVICES						
A1110.1	JUSTICE - PERSONNEL SERVICES	13,710.00	6,843.39	0.00	6,866.61	50.1
A1110.11	JUSTICE - CLERK PERSONNEL SERVICES	4,140.00	2,220.40	0.00	1,919.60	46.4
A1110.15	JUSTICE - PERSONNEL - COVID-19	0.00	0.00	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	17,850.00	9,063.79	0.00	8,786.21	49.2
CONTRACTUAL EXPENSE						
A1110.4	JUSTICE - CONTRACTUAL	16,000.00	3,642.83	0.00	12,357.17	77.2
	TOTAL CONTRACTUAL EXPENSE	16,000.00	3,642.83	0.00	12,357.17	77.2
	TOTAL JUSTICE	33,850.00	12,706.62	0.00	21,143.38	62.5
SUPERVISOR						
PERSONNEL SERVICES						
A1220.1	SUPERVISOR - PERSONNEL SERVICES	11,000.00	5,481.49	0.00	5,518.51	50.2
	TOTAL PERSONNEL SERVICES	11,000.00	5,481.49	0.00	5,518.51	50.2
EQUIPMENT/CAPITAL OUTLAY						
A1220.2	SUPERVISOR - EQUIPMENT	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A1220.4	SUPERVISOR - CONTRACTUAL	500.00	732.59	0.00	-232.59	0.0
	TOTAL CONTRACTUAL EXPENSE	500.00	732.59	0.00	-232.59	0.0
	TOTAL SUPERVISOR	11,500.00	6,214.08	0.00	5,285.92	46.0
BOOKKEEPER						
PERSONNEL SERVICES						
A1325.1	BOOKKEEPER	12,240.00	6,002.24	0.00	6,237.76	51.0
	TOTAL PERSONNEL SERVICES	12,240.00	6,002.24	0.00	6,237.76	51.0
	TOTAL BOOKKEEPER	12,240.00	6,002.24	0.00	6,237.76	51.0
TAX COLLECTOR						
PERSONNEL SERVICES						
A1330.1	TAX COLLECTOR - PERSONNEL SERVICES	7,293.00	3,657.81	0.00	3,635.19	49.8
	TOTAL PERSONNEL SERVICES	7,293.00	3,657.81	0.00	3,635.19	49.8
EQUIPMENT/CAPITAL OUTLAY						
A1330.2	TAX COLLECTOR - EQUIPMENT	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	100.0
CONTRACTUAL EXPENSE						

TOWN OF MIDDLESEX
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Encumbered	Unencumbered balance	% Remaining
A1330.4	TAX COLLECTOR - CONTRACTUAL	4,000.00	428.00	0.00	3,572.00	89.3
	TOTAL CONTRACTUAL EXPENSE	4,000.00	428.00	0.00	3,572.00	89.3
	TOTAL TAX COLLECTOR	12,293.00	4,085.81	0.00	8,207.19	66.8
BUDGET						
PERSONNEL SERVICES						
A1340.1	BUDGET - PERSONNEL SERVICES	8,800.00	4,311.70	0.00	4,488.30	51.0
A1340.11	BUDGET CLERK	2,500.00	2,400.00	0.00	100.00	4.0
	TOTAL PERSONNEL SERVICES	11,300.00	6,711.70	0.00	4,588.30	40.6
CONTRACTUAL EXPENSE						
A1340.4	BUDGET - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL BUDGET	11,300.00	6,711.70	0.00	4,588.30	40.6
ASSESSOR						
PERSONNEL SERVICES						
A1355.1	ASSESSOR - PERSONNEL SERVICES	14,000.00	7,118.45	0.00	6,881.55	49.2
	TOTAL PERSONNEL SERVICES	14,000.00	7,118.45	0.00	6,881.55	49.2
EQUIPMENT/CAPITAL OUTLAY						
A1355.2	ASSESSOR - EQUIPMENT	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A1355.4	ASSESSOR - CONTRACTUAL	10,500.00	7,500.03	0.00	2,999.97	28.6
	TOTAL CONTRACTUAL EXPENSE	10,500.00	7,500.03	0.00	2,999.97	28.6
	TOTAL ASSESSOR	24,500.00	14,618.48	0.00	9,881.52	40.3
TOWN CLERK						
PERSONNEL SERVICES						
A1410.1	TOWN CLERK - PERSONNEL SERVICES	13,912.80	7,051.98	0.00	6,860.82	49.3
A1410.11	TOWN CLERK - DEPUTY PERSONAL SERVICES	2,500.00	0.00	0.00	2,500.00	100.0
	TOTAL PERSONNEL SERVICES	16,412.80	7,051.98	0.00	9,360.82	57.0
EQUIPMENT/CAPITAL OUTLAY						
A1410.2	TOWN CLERK - EQUIPMENT	1,000.00	0.00	0.00	1,000.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	100.0
CONTRACTUAL EXPENSE						
A1410.4	TOWN CLERK - CONTRACTUAL	4,000.00	1,202.17	0.00	2,797.83	69.9
	TOTAL CONTRACTUAL EXPENSE	4,000.00	1,202.17	0.00	2,797.83	69.9
	TOTAL TOWN CLERK	21,412.80	8,254.15	0.00	13,158.65	61.5
ATTORNEY						
PERSONNEL SERVICES						
A1420.1	ATTORNEY - PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A1420.4	ATTORNEY - CONTRACTUAL	20,000.00	3,707.00	0.00	16,293.00	81.5

TOWN OF MIDDLESEX
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Unencumbered Encumbered	Unencumbered balance	% Remaining
	TOTAL CONTRACTUAL EXPENSE	20,000.00	3,707.00	0.00	16,293.00	81.5
	TOTAL ATTORNEY	20,000.00	3,707.00	0.00	16,293.00	81.5
ENGINEER						
CONTRACTUAL EXPENSE						
A1440.4	ENGINEER - CONTRACTUAL	8,652.00	960.00	0.00	7,692.00	88.9
	TOTAL CONTRACTUAL EXPENSE	8,652.00	960.00	0.00	7,692.00	88.9
	TOTAL ENGINEER	8,652.00	960.00	0.00	7,692.00	88.9
RECORDS NGT						
PERSONNEL SERVICES						
A1460.1	RECORDS NGT - PERSONAL SERVICES	1,500.00	0.00	0.00	1,500.00	100.0
	TOTAL PERSONNEL SERVICES	1,500.00	0.00	0.00	1,500.00	100.0
EQUIPMENT/CAPITAL OUTLAY						
A1460.2	RECORDS NGT - EQUIPMENT	500.00	0.00	0.00	500.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	500.00	0.00	0.00	500.00	100.0
CONTRACTUAL EXPENSE						
A1460.4	RECORDS NGT - CONTRACTUAL	2,000.00	0.00	0.00	2,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	2,000.00	0.00	0.00	2,000.00	100.0
	TOTAL RECORDS NGT	4,000.00	0.00	0.00	4,000.00	100.0
ELECTION SERVICES						
CONTRACTUAL EXPENSE						
A1540.4	ELECTION SERVICES	5,000.00	0.00	0.00	5,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	5,000.00	0.00	0.00	5,000.00	100.0
	TOTAL ELECTION SERVICES	5,000.00	0.00	0.00	5,000.00	100.0
BUILDINGS						
PERSONNEL SERVICES						
A1620.1	BUILDINGS - PERSONNEL SERVICES	5,500.00	3,282.77	0.00	2,217.23	40.3
	TOTAL PERSONNEL SERVICES	5,500.00	3,282.77	0.00	2,217.23	40.3
EQUIPMENT/CAPITAL OUTLAY						
A1620.2	BUILDINGS - EQUIPMENT	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A1620.4	BUILDINGS - CONTRACTUAL	40,000.00	8,261.95	0.00	31,738.05	79.3
A1620.45	BUILDINGS - CONTRACTUAL - COVID 19	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	40,000.00	8,261.95	0.00	31,738.05	79.3
	TOTAL BUILDINGS	45,500.00	11,544.72	0.00	33,955.28	74.6
CENTRAL MAIL						
EQUIPMENT/CAPITAL OUTLAY						
A1670.2	CENTRAL MAIL - EQUIPMENT	750.00	0.00	0.00	750.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	750.00	0.00	0.00	750.00	100.0
CONTRACTUAL EXPENSE						
A1670.4	CENTRAL MAIL - CONTRACTUAL	7,000.00	1,563.88	0.00	5,436.12	77.7

TOWN OF MIDDLESEX
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Unencumbered Encumbered	Unencumbered balance	% Remaining
	TOTAL CONTRACTUAL EXPENSE	7,000.00	1,563.88	0.00	5,436.12	77.7
	TOTAL CENTRAL MAIL	7,750.00	1,563.88	0.00	6,186.12	79.8
DATA PROCESS						
EQUIPMENT/CAPITAL OUTLAY						
A1680.2	DATA PROCESS - EQUIPMENT	3,000.00	0.00	0.00	3,000.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	3,000.00	0.00	0.00	3,000.00	100.0
CONTRACTUAL EXPENSE						
A1680.4	DATA PROCESS - CONTRACTUAL	5,000.00	1,534.72	0.00	3,465.28	69.3
	TOTAL CONTRACTUAL EXPENSE	5,000.00	1,534.72	0.00	3,465.28	69.3
	TOTAL DATA PROCESS	8,000.00	1,534.72	0.00	6,465.28	80.8
SPECIAL ITEMS						
A1910.1	INSURANCE	53,000.00	54,639.97	0.00	-1,639.97	0.0
A1910.2	MUN DUES	1,100.00	0.00	0.00	1,100.00	100.0
A1910.4	CONTINGENT	30,000.00	820.00	0.00	29,180.00	97.3
	TOTAL SPECIAL ITEMS	84,100.00	55,459.97	0.00	28,640.03	34.1
	TOTAL GENERAL GOVERNMENT SUPPORT	321,097.80	138,783.97	0.00	182,313.83	56.8
PUBLIC SAFETY						
TRAFFIC CONT						
CONTRACTUAL EXPENSE						
A3310.4	TRAFFIC CONT - CONTRACTUAL	4,000.00	483.75	0.00	3,516.25	87.9
	TOTAL CONTRACTUAL EXPENSE	4,000.00	483.75	0.00	3,516.25	87.9
	TOTAL TRAFFIC CONT	4,000.00	483.75	0.00	3,516.25	87.9
CONT DOGS						
CONTRACTUAL EXPENSE						
A3510.4	CONT DOGS - CONTRACTUAL	2,060.00	0.00	0.00	2,060.00	100.0
	TOTAL CONTRACTUAL EXPENSE	2,060.00	0.00	0.00	2,060.00	100.0
	TOTAL CONT DOGS	2,060.00	0.00	0.00	2,060.00	100.0
	TOTAL PUBLIC SAFETY	6,060.00	483.75	0.00	5,576.25	92.0
PUBLIC HEALTH						
BOARD HEALTH						
PERSONNEL SERVICES						
A4010.1	BOARD HEALTH - PERSONNEL SERVICES	1,650.00	724.69	0.00	925.31	56.1
	TOTAL PERSONNEL SERVICES	1,650.00	724.69	0.00	925.31	56.1
CONTRACTUAL EXPENSE						
A4010.4	BOARD HEALTH - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL BOARD HEALTH	1,650.00	724.69	0.00	925.31	56.1
	TOTAL PUBLIC HEALTH	1,650.00	724.69	0.00	925.31	56.1
TRANSPORTATION						
SUPT HIGHWAYS						
PERSONNEL SERVICES						

TOWN OF MIDDLESEX

GENERAL FUND - TOWNWIDE DETAIL OF EXPENDITURES

JUNE 2025

		Modified budget	Expended 2025	Encumbered	Unencumbered balance	% Remaining
A5010.1	SUPT HIGHWAYS - PERSONNEL SERVICES	73,440.00	36,410.00	0.00	37,030.00	50.4
	TOTAL PERSONNEL SERVICES	73,440.00	36,410.00	0.00	37,030.00	50.4
	CONTRACTUAL EXPENSE					
A5010.4	SUPT HIGHWAYS - CONTRACTUAL	2,163.00	825.00	0.00	1,338.00	61.9
	TOTAL CONTRACTUAL EXPENSE	2,163.00	825.00	0.00	1,338.00	61.9
	TOTAL SUPT HIGHWAYS	75,603.00	37,235.00	0.00	38,368.00	50.7
	GARAGE					
	EQUIPMENT/CAPITAL OUTLAY					
A5132.2	GARAGE - EQUIPMENT	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
	CONTRACTUAL EXPENSE					
A5132.4	GARAGE - CONTRACTUAL	25,000.00	10,201.32	0.00	14,798.68	59.2
A5132.41	GARAGE - CONTRACTUAL	22,000.00	0.00	0.00	22,000.00	100.0
	TOTAL CONTRACTUAL EXPENSE	47,000.00	10,201.32	0.00	36,798.68	78.3
	TOTAL GARAGE	47,000.00	10,201.32	0.00	36,798.68	78.3
	STREET LIGHTS					
	CONTRACTUAL EXPENSE					
A5182.4	STREET LIGHTS - CONTRACTUAL	4,000.00	2,311.90	0.00	1,688.10	42.2
	TOTAL CONTRACTUAL EXPENSE	4,000.00	2,311.90	0.00	1,688.10	42.2
	TOTAL STREET LIGHTS	4,000.00	2,311.90	0.00	1,688.10	42.2
	TOTAL TRANSPORTATION	126,603.00	49,748.22	0.00	76,854.78	60.7
	ECONOMIC ASSISTANCE AND OPPORTUNITY					
	PUBLICITY					
	CONTRACTUAL EXPENSE					
A6410.4	PUBLICITY - CONTRACTUAL	600.00	0.00	0.00	600.00	100.0
	TOTAL CONTRACTUAL EXPENSE	600.00	0.00	0.00	600.00	100.0
	TOTAL PUBLICITY	600.00	0.00	0.00	600.00	100.0
	VETERAN SERVICE					
	CONTRACTUAL EXPENSE					
A6510.4	VETERAN SERVICE - CONTRACTUAL	1,500.00	691.27	0.00	808.73	53.9
	TOTAL CONTRACTUAL EXPENSE	1,500.00	691.27	0.00	808.73	53.9
	TOTAL VETERAN SERVICE	1,500.00	691.27	0.00	808.73	53.9
	TOTAL ECONOMIC ASSISTANCE AND OPPORTUNITY	2,100.00	691.27	0.00	1,408.73	67.1
	CULTURE AND RECREATION					
	RECREATION					
	PERSONNEL SERVICES					
A7020.1	RECREATION - PERSONAL SERVICES	30,000.00	2,836.41	0.00	27,163.59	90.5
	TOTAL PERSONNEL SERVICES	30,000.00	2,836.41	0.00	27,163.59	90.5
	EQUIPMENT/CAPITAL OUTLAY					
A7020.2	RECREATION - EQUIPMENT	541.00	0.00	0.00	541.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	541.00	0.00	0.00	541.00	100.0

TOWN OF MIDDLESEX
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Unencumbered Encumbered	Unencumbered balance	% Remaining
CONTRACTUAL EXPENSE						
A7020.4	RECREATION - CONTRACTUAL	1,597.00	0.00	0.00	1,597.00	100.0
	TOTAL CONTRACTUAL EXPENSE	1,597.00	0.00	0.00	1,597.00	100.0
	TOTAL RECREATION	32,138.00	2,836.41	0.00	29,301.59	91.2
PARKS						
CONTRACTUAL EXPENSE						
A7110.4	PARKS - CONTRACTUAL	11,000.00	3,859.06	0.00	7,140.94	64.9
A7110.41	PARKS - CONTRACTUAL - BEP	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	11,000.00	3,859.06	0.00	7,140.94	64.9
	TOTAL PARKS	11,000.00	3,859.06	0.00	7,140.94	64.9
YOUTH PROGRAMS						
CONTRACTUAL EXPENSE						
A7310.4	YOUTH PROGRAMS - CONTRACTUAL	1,957.00	0.00	0.00	1,957.00	100.0
	TOTAL CONTRACTUAL EXPENSE	1,957.00	0.00	0.00	1,957.00	100.0
	TOTAL YOUTH PROGRAMS	1,957.00	0.00	0.00	1,957.00	100.0
LIBRARY						
PERSONNEL SERVICES						
A7410.1	LIBRARY - PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.0
A7410.15	LIBRARY - PERSONNEL SERVICES- COVID-19	0.00	0.00	0.00	0.00	0.0
	TOTAL PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A7410.4	LIBRARY - CONTRACTUAL	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	0.00	0.00	0.00	0.00	0.0
	TOTAL LIBRARY	0.00	0.00	0.00	0.00	0.0
HISTORIAN						
PERSONNEL SERVICES						
A7510.1	HISTORIAN - PERSONAL SERVICES	1,500.00	417.33	0.00	1,082.67	72.2
	TOTAL PERSONNEL SERVICES	1,500.00	417.33	0.00	1,082.67	72.2
EQUIPMENT/CAPITAL OUTLAY						
A7510.2	HISTORIAN - EQUIPMENT	1,500.00	0.00	0.00	1,500.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	100.0
CONTRACTUAL EXPENSE						
A7510.4	HISTORIAN - CONTRACTUAL	3,193.00	1,362.63	0.00	1,830.37	57.3
	TOTAL CONTRACTUAL EXPENSE	3,193.00	1,362.63	0.00	1,830.37	57.3
	TOTAL HISTORIAN	6,193.00	1,779.96	0.00	4,413.04	71.3
HISTORICAL PROP						
CONTRACTUAL EXPENSE						
A7520.4	HISTORICAL PROP - CONTRACTUAL	3,500.00	0.00	0.00	3,500.00	100.0
	TOTAL CONTRACTUAL EXPENSE	3,500.00	0.00	0.00	3,500.00	100.0
	TOTAL HISTORICAL PROP	3,500.00	0.00	0.00	3,500.00	100.0
	TOTAL CULTURE AND RECREATION	54,788.00	8,475.43	0.00	46,312.57	84.5

TOWN OF MIDDLESEX
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Unencumbered Encumbered	Unencumbered balance	% Remaining
HOME AND COMMUNITY SERVICES						
ZONING						
PERSONNEL SERVICES						
A8010.1	ZONING - PERSONNEL SERVICES	5,060.00	0.00	0.00	5,060.00	100.0
A8010.11	ZONING - CODE OFF	39,157.80	20,373.08	0.00	18,784.72	48.0
A8010.12	ZONING - ZBA CLERK	6,386.00	723.69	0.00	5,662.31	88.7
	TOTAL PERSONNEL SERVICES	50,603.80	21,096.77	0.00	29,507.03	58.3
EQUIPMENT/CAPITAL OUTLAY						
A8010.2	ZONING - EQUIPMENT	0.00	1,165.00	0.00	-1,165.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	1,165.00	0.00	-1,165.00	0.0
CONTRACTUAL EXPENSE						
A8010.4	ZONING - CONTRACTUAL	20,000.00	19,066.57	0.00	933.43	4.7
	TOTAL CONTRACTUAL EXPENSE	20,000.00	19,066.57	0.00	933.43	4.7
	TOTAL ZONING	70,603.80	41,328.34	0.00	29,275.46	41.5
PLANNING						
PERSONNEL SERVICES						
A8020.1	PLANNING - PERSONAL SERVICES	5,390.00	0.00	0.00	5,390.00	100.0
A8020.11	PLANNING - CLERK PERSONAL SERVICES	7,920.00	2,535.72	0.00	5,384.28	68.0
	TOTAL PERSONNEL SERVICES	13,310.00	2,535.72	0.00	10,774.28	80.9
EQUIPMENT/CAPITAL OUTLAY						
A8020.2	PLANNING - EQUIPMENT	0.00	0.00	0.00	0.00	0.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.0
CONTRACTUAL EXPENSE						
A8020.4	PLANNING - CONTRACTUAL	4,635.00	8,179.47	0.00	-3,544.47	0.0
	TOTAL CONTRACTUAL EXPENSE	4,635.00	8,179.47	0.00	-3,544.47	0.0
	TOTAL PLANNING	17,945.00	10,715.19	0.00	7,229.81	40.3
REFUSE						
CONTRACTUAL EXPENSE						
A8160.4	REFUSE - CONTRACTUAL	16,000.00	9,459.01	0.00	6,540.99	40.9
	TOTAL CONTRACTUAL EXPENSE	16,000.00	9,459.01	0.00	6,540.99	40.9
	TOTAL REFUSE	16,000.00	9,459.01	0.00	6,540.99	40.9
BEAUTIFICATION						
CONTRACTUAL EXPENSE						
A8510.4	BEAUTIFICATION - CONTRACTUAL	4,120.00	0.00	0.00	4,120.00	100.0
	TOTAL CONTRACTUAL EXPENSE	4,120.00	0.00	0.00	4,120.00	100.0
	TOTAL BEAUTIFICATION	4,120.00	0.00	0.00	4,120.00	100.0
CEMETERIES						
CONTRACTUAL EXPENSE						
A8810.4	CEMETERIES - CONTRACTUAL	14,000.00	2,000.00	0.00	12,000.00	85.7
	TOTAL CONTRACTUAL EXPENSE	14,000.00	2,000.00	0.00	12,000.00	85.7
	TOTAL CEMETERIES	14,000.00	2,000.00	0.00	12,000.00	85.7

TOWN OF MIDDLESEX
GENERAL FUND - TOWNWIDE
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Unencumbered Encumbered	Unencumbered balance	% Remaining
TOTAL HOME AND COMMUNITY SERVICES		122,668.80	63,502.54	0.00	59,166.26	48.2
EMPLOYEE BENEFITS						
EMPLOYEE BENEFITS						
A9010.8	NYS RETIREMENT	21,000.00	0.00	0.00	21,000.00	100.0
A9030.8	SOCIAL SECURITY	20,500.00	9,152.46	0.00	11,347.54	55.4
A9055.8	DISABILITY	155.00	75.23	0.00	79.77	51.5
A9060.8	HOSPITAL	37,000.00	9,269.87	0.00	27,730.13	74.9
TOTAL EMPLOYEE BENEFITS		78,655.00	18,497.56	0.00	60,157.44	76.5
DEBT SERVICE						
BOND INTEREST						
PRINCIPAL						
A9760.6	BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.0
TOTAL PRINCIPAL		0.00	0.00	0.00	0.00	0.0
INTEREST						
A9760.7	BOND INTEREST	0.00	0.00	0.00	0.00	0.0
TOTAL INTEREST		0.00	0.00	0.00	0.00	0.0
TOTAL BOND INTEREST		0.00	0.00	0.00	0.00	0.0
TOTAL DEBT SERVICE		0.00	0.00	0.00	0.00	0.0
INTERFUND TRANSFERS						
TRANSFERS TO OTHER FUNDS						
A9901.9	INTERFUND TRANSFER	0.00	0.00	0.00	0.00	0.0
TOTAL		0.00	0.00	0.00	0.00	0.0
TOTAL TRANSFERS TO OTHER FUNDS		0.00	0.00	0.00	0.00	0.0
TOTAL INTERFUND TRANSFERS		0.00	0.00	0.00	0.00	0.0
TOTAL EXPENDITURES:		713,622.60	280,907.43	0.00	432,715.17	60.6

TOWN OF MIDDLESEX
WATER DISTRICT
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Unencumbered Encumbered	Unencumbered balance	% Remaining
HOME AND COMMUNITY SERVICES						
ADMINISTRATION						
PERSONNEL SERVICES						
SW8310.1	ADMINISTRATION - PERSONNEL SERVICES	22,000.00	12,027.35	0.00	9,972.65	45.3
	TOTAL PERSONNEL SERVICES	22,000.00	12,027.35	0.00	9,972.65	45.3
EQUIPMENT/CAPITAL OUTLAY						
SW8310.2	ADMINISTRATION - EQUIPMENT	3,000.00	16.00	0.00	2,984.00	99.5
	TOTAL EQUIPMENT/CAPITAL OUTLAY	3,000.00	16.00	0.00	2,984.00	99.5
CONTRACTUAL EXPENSE						
SW8310.4	ADMINISTRATION - CONTRACTUAL	5,000.00	2,166.80	0.00	2,833.20	56.7
	TOTAL CONTRACTUAL EXPENSE	5,000.00	2,166.80	0.00	2,833.20	56.7
	TOTAL ADMINISTRATION	30,000.00	14,210.15	0.00	15,789.85	52.6
SOURCE SUPPLY						
CONTRACTUAL EXPENSE						
SW8320.4	SOURCE SUPPLY - CONTRACTUAL	105,000.00	51,688.10	0.00	53,311.90	50.8
	TOTAL CONTRACTUAL EXPENSE	105,000.00	51,688.10	0.00	53,311.90	50.8
	TOTAL SOURCE SUPPLY	105,000.00	51,688.10	0.00	53,311.90	50.8
TRANSMISSION						
EQUIPMENT/CAPITAL OUTLAY						
SW8340.2	TRANSMISSION - EQUIPMENT	9,270.00	0.00	0.00	9,270.00	100.0
	TOTAL EQUIPMENT/CAPITAL OUTLAY	9,270.00	0.00	0.00	9,270.00	100.0
CONTRACTUAL EXPENSE						
SW8340.4	TRANSMISSION - CONTRACTUAL	31,000.00	1,886.99	0.00	29,113.01	93.9
SW8340.41	TRANSMISSION - GRANT	0.00	0.00	0.00	0.00	0.0
	TOTAL CONTRACTUAL EXPENSE	31,000.00	1,886.99	0.00	29,113.01	93.9
	TOTAL TRANSMISSION	40,270.00	1,886.99	0.00	38,383.01	95.3
	TOTAL HOME AND COMMUNITY SERVICES	175,270.00	67,785.24	0.00	107,484.76	61.3
EMPLOYEE BENEFITS						
EMPLOYEE BENEFITS						
SW9010.8	RETIREMENT	2,600.00	0.00	0.00	2,600.00	100.0
SW9030.8	SOCIAL SECURITY	1,854.00	920.17	0.00	933.83	50.4
SW9055.8	DISABILITY INS	103.00	75.23	0.00	27.77	27.0
SW9060.8	HOSP INSURANCE	0.00	0.00	0.00	0.00	0.0
	TOTAL EMPLOYEE BENEFITS	4,557.00	995.40	0.00	3,561.60	78.2
DEBT SERVICE						
BONDS						
PRINCIPAL						
SW9710.6	BONDS - PRINCIPAL	0.00	0.00	0.00	0.00	0.0
	TOTAL PRINCIPAL	0.00	0.00	0.00	0.00	0.0
INTEREST						

TOWN OF MIDDLESEX
WATER DISTRICT
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Encumbered	Unencumbered balance	% Remaining
SW9710.7	BONDS - INTEREST	0.00	0.00	0.00	0.00	0.0
	TOTAL INTEREST	0.00	0.00	0.00	0.00	0.0
	TOTAL BONDS	0.00	0.00	0.00	0.00	0.0
	TOTAL DEBT SERVICE	0.00	0.00	0.00	0.00	0.0
INTERFUND TRANSFERS						
TRANSFERS TO OTHER FUNDS						
SW9901.9	INTERFUND TRANSFER	32,310.11	0.00	0.00	32,310.11	100.0
	TOTAL	32,310.11	0.00	0.00	32,310.11	100.0
	TOTAL TRANSFERS TO OTHER FUNDS	32,310.11	0.00	0.00	32,310.11	100.0
	TOTAL INTERFUND TRANSFERS	32,310.11	0.00	0.00	32,310.11	100.0
	TOTAL EXPENDITURES:	212,137.11	68,780.64	0.00	143,356.47	67.6

TOWN OF MIDDLESEX
LIGHTING DISTRICT
DETAIL OF EXPENDITURES
JUNE 2025

		Modified budget	Expended 2025	Encumbered	Unencumbered balance	% Remaining
TRANSPORTATION						
STREET LIGHTING						
CONTRACTUAL EXPENSE						
SL5182.4	STREET LIGHTING - CONTRACTUAL	4,000.00	590.68	0.00	3,409.32	85.2
	TOTAL CONTRACTUAL EXPENSE	4,000.00	590.68	0.00	3,409.32	85.2
	TOTAL STREET LIGHTING	4,000.00	590.68	0.00	3,409.32	85.2
	TOTAL TRANSPORTATION	4,000.00	590.68	0.00	3,409.32	85.2
	TOTAL EXPENDITURES:	4,000.00	590.68	0.00	3,409.32	85.2

Open for public comments 7:58 PM

Hearing none

Close public comments 7:58 PM

Council member Mitchell updated regarding the electric sign for the Town of Middlesex. The ones on Amazon are more for residential and not large enough for the business aspect we are looking for. Which means the cost will be higher than previously thought. Putting together quotes for board review and approval.

Motions:

Motion to hire Paul Lee, Bob Quayle, Carson Soles, Ed Nemitz and Daniel Nemitz for Town of Middlesex Town clean up days on August 16, 2025 at \$30.00 per hour adopted by Council Member Betts – seconded by Council Member Mitchell, the following motion was adopted:

ADOPTED: Ayes 5 Adam, Button, Mitchell, Betts, Liddiard

Nays 0

Motion to approve a revised Building Permit Application and Planning board application adopted by Council Member Button – seconded by Council Member Liddiard, the following motion was adopted:

ADOPTED: Ayes 5 Adam, Button, Mitchell, Betts, Liddiard

Nays 0

Motion to approve William Law Book Code Enforcement program at a \$500.00 annual cost for Code Clerk adopted by Council Member Betts – seconded by Council Member Liddiard, the following motion was adopted:

ADOPTED: Ayes 5 Adam, Button, Mitchell, Betts, Liddiard

Nays 0

Motion to approve Highway department to purchase 14,000 lb equipment trailer with 8” I-Beam Frame for \$9,275.00 adopted by Council Member Button – seconded by Council Member Liddiard, the following motion was adopted:

ADOPTED: Ayes 5 Adam, Button, Mitchell, Betts, Liddiard

Nays 0

RESOLUTIONS

Resolution # 27- 25

Resolution to pay audit of claims for July 2025:

- Highway Fund claims Nos. 149- 173 in the amount of \$21,871.94 as set forth in abstract No 007 dated 07/10/2025
- Trust & Agency claims Nos. 8 in the amount of \$5,402.11 as set forth in abstract No 007 dated 07/10/2025

- Water District claims Nos. 20-23 in the amount of \$25,563.79 as set forth in abstract No 007 dated 07/10/2025
- General Fund – Townwide claims Nos. 149-169 in the amount of \$11,246.36 as set forth in abstract No 007 dated 07/10/2025

On a resolution by Council Member Liddiard – seconded by Council Member Mitchell, the following resolution was adopted:

ADOPTED: Ayes 5 Adam, Button, Mitchell, Betts, Liddiard

Nays 0

Resolution # 28-25

Resolve to accept the attorney resolution correction for termination of Dawn Cane effective July 10, 2025:

TOWN OF MIDDLESEX
RESOLUTION TO TERMINATE EMPLOYEE

WHEREAS, the Town Board of the Town of Middlesex, County of Yates, State of New York, pursuant to applicable provisions of the New York State law, has the authority to appoint and remove the Code Enforcement Officer; and

WHEREAS, it has been determined that by the Town Board that it is in the best interest of the Town to terminate the appointment of Dawn Kane as Code Enforcement Officer, effective immediately.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Middlesex hereby terminates the appointment of Dawn Kane as Code Enforcement Officer, effective immediately.

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to provide written notice of this action to Dawn Kane, and to take all steps necessary to effectuate this resolution.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

On a resolution by Council Member Liddiard – seconded by Council Member Button, the following resolution was adopted:

ADOPTED: Roll Call:

Council Member Mitchell Aye

Council Member Adam Aye

Council Member Button Aye

Council Member Betts Aye

Council Member Liddiard

Aye

Nays 0

Executive session called into order by Council Member Liddiard– seconded by Council Member Betts @ 8:04 PM - recorder Rebecca Moore and any others except Board members David Adam, Paul Mitchell, Leon Button and Stephaine Betts

Council Member Button makes motion to exit executive session and Council Member Betts seconded by Council Member Liddiard @ 8:28 PM

Resolution # 29-25

Resolution to re-appoint Pat Grimaldi as the Assessor for the Town of Middlesex effective Sept 30. 2025 for a six year term

On a resolution by Council Member Button – seconded by Council Member Liddiard, the following resolution was adopted:

ADOPTED: Ayes 5 Adam, Button, Mitchell, Betts, Liddiard

Nays 0

Adjourn

With no further business to discuss, a motion was made by Council Member Liddiard – seconded by Council Member Betts, with all in favor to adjourn the regular meeting of the Town Board of the Town of Middlesex at 8:36 PM.