

Town of Middlesex
Regular Meeting
November 13, 2025

Present: David Adam, Supervisor
Leon Button, Council Member – Late arrival at 7:02 PM
Austin Liddiard, Council Member
Paul Mitchell, Council Member
Stephanie Betts, Council Member

Also Present: Sarah Purdy Yates County Legislature
Josh Burnett, Highway Superintendent
Alan Pearce, Code Enforcement Officer
Devin Colbert

Middlesex Town Board Meeting

Attendance

Date: November 13, 2025

Please print your name clearly

1. Sarah Purdy
2. Alan Pearce
3. Devin Colbert
4. _____
5. _____
6. _____

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 October 09, 2025 board meeting minutes was approved by Council Member Liddiard and Council Member Mitchell seconded approval, all in favor

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

Town Clerk Department Monthly Report

Date: 11/13/2025

Reporting Period: From 10/09/2025 to 11/12/2025

Major Tasks Completed

1. Began 2026 TC tax prep with Yates County by configuring the 2026 tax rate total, confirm contact information as well as completed tax prep forms required by the county
2. Posted RFP and received two quotes
3. Mailed Mincer Property paperwork to Attorney Jeff Graff per his email request for the final filing with the County
4. Updated 32 address updates/changes from the school for upcoming tax season
5. Completed 3 FOILS with Code
6. Received new town clerk desk (shout out to the Highway department for the breakdown and take away of the old desk and being present for new desk delivery!!)
7. Researched and gained answers on how to handle construction bonds

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

One outstanding Engineering Fee for R Jon Schick in the amount of \$918.00.

Address	Name	Engineer Invoice	Engineer Invoice date	Hours worked	Rate	TOTAL	Town Invoice Date	Payment Received	Amount Outstanding
1321 South Lake Road	Dawn Aprile	2316088	11/22/2024	4	\$ 160.00	\$ 640.00	5/7/2025	\$ 640.00 CK 2967	XXX
989 South Lake Road	David Secora	2362774	4/18/2025	6	\$ 160.00	\$ 960.00	5/7/2025	\$ 960.00 CK 1706	XXX
Stone Hill Road	Sweet Lou Acres	2362772	4/18/2025	6	\$ 160.00	\$ 960.00	5/7/2025	\$ 960.00 CK 1978	XXX
306 E Lake Road	Shenwood	2405467	6/2/2025	38.25	\$ 160.00	\$ 4,520.00	6/24/2025		4,520.00
1193 S Lake Road	R Jon Schick	43864	7/26/2025 (rec'd 9/3)	.50 @ \$160.00 7 @ \$120	\$ 156.00	\$ 918.00	9/5/2025		
1315 South Lake Rd	Burbell Reiff	43865	7/26/2025 (rec'd 9/3)	.50 @ \$160.00 3.5 @ \$11	\$ 156.00	\$ 498.00	9/5/2025	\$ 498.00 ck 4305	
						\$ 8,496.00		\$ 7,578.00	\$ 918.00

Town of Middlesex						
Cash Book Transactions						
For the period 10/09/25 through 11/12/25						
Total:		\$1,419.20	Deposited:			
Date	Name	Description	DEC	DL	ML	Other
10/15/25	5790 WIDMER RD	APPL FOR ADMIN REVIEW CASE SMEENK 2025-8				75.00
10/15/25	5890 WIDMER RD	APPL FOR ADMIN REVIEW JUSTIN DRAKE 2025-				100.00
10/15/25	899 ROUTE 364	BUILDING PERMITS HUNTER INDUSTRIES				50.00
10/15/25	1117 S LAKE ROAD	SITE PLAN REVIEW ALICE LOVEYS				100.00
10/22/25	444 E LAKE ROAD	APPL FOR ADMIN REVIEW EDWARD & MARY				25.00
10/22/25	444 EAST LAKE RD	APPL FOR VARIANCE EDWARD & MARY CASE				100.00
10/22/25	FOIL GRANT CUSHING	CERTIFIED COPIES FOIL COPIES FOR 1479 S				4.50
10/28/25	6 CERT COPIES BENHAMANN	CERTIFIED COPIES				60.00
10/29/25	766 NEWAGO COVE SPELMAN	APPL FOR ADMIN REVIEW 2025-4-ZBA				100.00
11/04/25	1187 S LAKE RD 031925-ZBA	APPL FOR VARIANCE DEAN ARPAG				100.00
11/04/25	928 S LAKE RD 2025-0580	BUILDING PERMITS ALANKRAUTWURST				265.50
11/04/25	969 STATE RT 245 2025-0577	BUILDING PERMITS JOEL STITT				172.80
11/04/25	44 E LAKE RD 2025-0576	BUILDING PERMITS PROCTOR ENTERPRISES				50.00
11/04/25	BEN HAMANN	CERTIFIED COPIES 3 CERT COPIES TO FULLER				30.00
11/05/25	CHERYL ADAM	0000338FU ORIGINAL		18.00		
11/05/25	6316 N VINE VALLEY RD	BUILDING PERMITS 2025-0584 LUANNE HARORA				38.40
11/05/25	867 S LAKE RD 2025-0582	BUILDING PERMITS GARY STOM				30.00
11/05/25	788 NEWAGO AVE 2025-0581	BUILDING PERMITS MIKE STASKO				50.00
11/05/25	959 HADSELL RD	BUILDING PERMITS PROCTOR ENTERPRISES				50.00
Total:		\$1,419.20	0.00	18.00	0.00	1,401.20
Deposit Amount:		\$1,419.20				
Cash:		\$148.00				
Checks:		\$1,271.20				
Credit Card Amount:		\$0.00				

Upcoming Projects

Scanning – getting together the retention laws for organization of documents once scanned

Tax Assessor- Patrick Grimaldi

Nothing going on

Highway/Buildings/Grounds

Highway Superintendent report submitted to the Town Board.

Highway Department Monthly Report

Date: 11/6/25

Reporting Period: From 10/9/25 to 11/13/25

Major Tasks Completed

1. Hauled CR1 for shoulder material
 2. Pick up debris from various wind storms
 3. Help Jeruslaem and potter with shoulders
 4. finished mowing roadsides
 5. Put gravel on friendship house driveway
 6. Put shoulders on Mertz, spike, newell, south hill, townline, bagley and upper hill
 7. Put plow equipment back on trucks
 8. Paved Elwell road
-

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

Truck 3 had a broken front leaf spring replaced
Serviced trucks 2,3,5,6

Upcoming Projects

Ditching
Take flags and banners down in town
Haul stone for stock pile
Shoulders on Elwell road
Continue trimming brush

Submitted By: Signature: 

Name: Josh Burnett

Title: Highway Superintendent

Date: 11/6/25

For Town Board Review – Monthly Meeting Date: 11/13/25

Water District Superintendent – Alan Williams

Review quotes received from the water main project RFP

Code Enforcement Officer – Alan Pierce

- Updating Williams Law Book parcels with current data
- Lots of COFO to go through and get completed
- Bringing old permits up to date with inspections
- Beth is keeping up with real time data (whilst learning along the way) in order to complete permits to update the code enforcement offices permit applying procedures. Beth has also rewritten several code applications. Beth went from on average 3 hours a week to working 15-18 hours a week
- Project on East Lake Road right away, previously, it was established that they would need to go to the ZBA board for an area of development. However, it is believed that it is no longer necessary due to the attorneys figuring it out. The construction bond needs to be more specific with the specs from the engineer to reflect where the bond amount came from as well as a spelled out 'if/than' specifics
- Indian Village is also known as Robinson Track for Yates County 911 dispatch. There was a 911 call recently that caused issues as GPS does not get the ambulance to the residence due to road names not matching. The board tasked Alan with writing the street name update proposal and bring to the December board meeting for a resolution to be made and sent to Yates County to update for future calls

Planning BOARD – working on Solar Moritorium to be approved at Yates for end of month

Historian – Amberle Kelly

History Department Monthly Report

Date: November 13, 2025

Reporting Period: From October 2025 to November 2025

1. I held open office hours on Saturday, October 11th, 9-12pm.
 2. I attended a Yates County Historian meeting on Tuesday, October 14th, 10-11am. We are beginning to plan for the 250th anniversary of the signing of the Declaration of Independence. I will be co-chairing the Event Committee.
 3. The Middlesex "Snapshot" 2025, is almost completed. I walked around Middlesex Center and Vine Valley to take pictures of the town. I am compiling a binder and digital copy to input into our files.
 4. I met with Dave Adam, Town Supervisor, on Saturday, November 8th to discuss a historical town safe, where it was agreed the safe should be donated to Middlesex Heritage Group. Proper documentation and paperwork of MHG's ownership will be completed by the end of the year.
 5. Middlesex Heritage Group obtained several items to add to our artifact collection from Duane Shay's estate on November 12.
 6. Cemetery Cleans were completed at Pine Corners Cemetery on October 26th, and Middlesex Center Cemetery on November 2nd. There are many fallen tombstones and two dead trees within the cemeteries that were observed. I would like to begin to address these issues in the spring. Otherwise, both events went very well. I gave quick presentations on veterans and their families at both events. I also taught several people on proper cleaning and maintenance of tombstones.
-

Upcoming Projects

1. I will be giving a speech at Clarks Meadows, Ferris Hills on December 2nd, at 10:30am, on Education in Middlesex.
2. Digitization Project: I am continuing efforts to complete the cataloging of all records for the NYGB Digitization Project. I am also adding in compiling a town digital collection as I am doing write-ups, presentations and scanning physical documents/photos.
3. We have several events planned for this upcoming year that are in the beginning stages of planning.

REPORT FOR MIDDLESEX

1. Update on the parking lot across the street: next steps were discussed at the November 3 Public Works Committee meeting because dye tests and ground-penetrating radar have yielded no results. Deputy Highway Superintendent Matt Reed will contact the DEC for their recommendation on what to do next.
2. At its meeting on Monday, the legislature adopted Local Law #5, which opts out of the new State-established registration system for short-term rentals and keeps our own registration system for STR's. Property owners with STR's still will need to pay the state sales tax now imposed on STR rentals, but can keep the registration process with the County as it has been for the past 10+ years. All legislators received several emails from citizens urging us to opt out.
3. The legislature also adopted the mortgage tax apportionment. Middlesex's share is \$22,582.85
4. Also, the Legislature declared November 10 as US Marine Corps Birthday in Yates County and November 11 as Veterans Day in Yates County.
5. While on the subject of veterans, Veteran Services Director Doug Gibbs reported to the Human Services Committee that his department is trying to find more veterans in Yates County who could be eligible for VA benefits. There are 1,440 veterans living in Yates County, and his department knows of 571. So, if Rebecca or Patrick get a call or an email from Doug Gibbs, it is because he is trying to find any records that would give him the ability to contact the veterans.
6. Turning to Public Safety, on Monday the Legislature adopted a resolution authorizing the Legislature Chair and the Sheriff to renew the South Hill Tower site lease with Dr. Sean Meitner.
7. Also, Emergency Services is developing a trench rescue training program.
8. And, the update from the Ad Hoc Public Safety Facility Committee is that the selected architectural firm, SMRT, is working on conceptual designs for three alternatives: renovation of the current building, renovation plus building an addition to the building, and a stand-alone new building on a site to be determined.
9. The County continues to monitor the impact of the stop of SNAP and HEAP benefits. DSS Commissioner Amy Miller gave some interesting statistics to the Human Services Committee regarding the impact of loss of SNAP benefits on businesses. During the timeframe of October 1 through October 29, SNAP purchases totaled \$8,966 at Morgan's, \$50,210 at Aldi's and \$73,175 at Tops.
10. Finally, for the sales tax update, as of November 7 the total amount collected thus far this year is \$17,675,094, which is 11% or \$1,399,553 more than at this date last year.

David Adam, Supervisor

Policy discussion - Town Clerk wrote in Attorney Graff's edits into previously presented polices and brought to board meeting for review and approval

2025-2026 Snow & Ice Agreement with NYS Department of Transportation



**Department of
Transportation**

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

BRIAN KELLY, P.E.
Regional Director

October 13, 2025

Mr. Josh Burnett
Town of Middlesex DPW

RE: Snow and Ice Agreement

Dear Josh,

Attached is the Supplemental Agreement package for the upcoming 25/26 S&I season. Please obtain signatures from the Town as follows:

- Two (2) original supplemental agreements for the 2025/26 (attached), signed and notarized.
- Two (2) original signed and sealed resolutions for each supplemental agreement
- Two (2) original signed Adjustment Worksheets (attached)

Please return these as soon as possible so that we may get them signed for the State.

Sincerely,

John MacDowell P.E.
Resident Engineer
NYS Department of Transportation
Residency 6-3 Chemung, Schuyler and Yates Counties
3545 County Road 16
Watkins Glen, NY 14891
(607) 535-4992 ext.103 | john.macdowell@dot.ny.gov

Contract No.: D014755
Supplemental Agreement No.:
Date Prepared: _____

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized officials as of the date first above written.

THE PEOPLE OF THE STATE OF NEW YORK

MUNICIPALITY:

By: _____
For Commissioner of Transportation

By: David C. Adam

Print Name: David C. Adam

Date: _____

Title: Town Supervisor

STATE OF NEW YORK

), ss.:

COUNTY OF Ontario

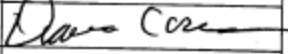
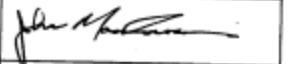
On this 14 day of November, 2025 before me personally came David C. Adam to me known, who, being by me duly sworn did depose and say that he/she resides at 5963 South Vine Valley Rd; that he/she is the Supervisor of the Municipality described in and which executed the above instrument; that it was executed by order of the Board of said Municipality pursuant to a resolution that was duly adopted on 11/13/25 and which a certified copy is attached and made a part hereof; and that he/she signed his/her name thereto by like order.

BRENNEN M SCHILLER
Notary Public, State of New York
Reg. No. 01SC8421180
Qualified in Ontario County
Commission Expires August 30, 2029

Brennen M. Schiller
Notary Public

APPROVED AS TO FORM
STATE OF NEW YORK ATTORNEY GENERAL

APPROVAL BY NYS COMPTROLLER'S OFFICE

NYS DOT MUNICIPAL SNOW & ICE CONTRACTS		
Estimated Expenditure Calculation/Adjustment Worksheet For Time & Materials S&I Agreements		
MUNICIPALITY :	TOWN OF MIDDLESEX	
CONTRACT :	D014755	
CURRENT CONTRACT PERIOD :	2024-2029	
SEASON:	2025/26	CONTRACT LM: 39
2024/25 Actual Final	\$95,923.26	
2023/24 Actual Final	\$63,550.97	
2022/23 Actual Final	\$81,988.00	
3- YEAR AVERAGE (2025/26 Estimated Expenditure	\$80,487.41	
A: Base Estimated Expenditure (See Note 1)	\$78,324.55	
B: 2025/26 Estimated Expenditure:	\$80,487.41	
C: Difference (B minus A)	\$2,162.86	
Note 1: Base Estimated Expenditure refers to the amount that was provided for the first season under the current contract period		
Reviewed/Approved By:	Signatures Below:	
For Municipality:		
DOT Resident Engineer:		
DOT Snow & Ice Program Manager:		

Yates County Sheriff Inter- Municipal Animal Control Agreement for 2026



Office of the

YATES COUNTY SHERIFF

FRANICS E. RYAN

Public Safety Building • 227 Main Street
Penn Yan, New York 14527-1720
Telephone: 315-536-4438

Web site: www.yatescountysheriff.org

Email: sheriff@yatescounty.org

Brandon C. Jensen, Undersheriff

**completed
11/18/25*

PHONES (315) area code
Emergency 911
Fax 536-5191
Administration 536-5172
Animal Control 694-6077
Civil Division 536-5174
Court Security 536-5107
Criminal Division 536-5176
Dispatcher 536-4439
Jail Division 536-5175
Juvenile Division 536-5177
Marine Division 536-3526
P.S. Comm. Div. 531-3214
Records Division 536-5178
Coroner 536-5172
STOP-DWI 536-5182
Tip Hotline 536-5558
Text Tip "Yates" 847411

October 10, 2025

Town of Middlesex
P.O. Box 147
Middlesex, NY 14507
ATTN: David Adam

Dear David ,

Enclosed you will find one (1) copy of the Inter-Municipal Animal Control Agreement between your Township and Yates County for 2026.

At your earliest convenience, please sign and send back to the Yates County Sheriff's Office to my attention in the enclosed envelope.

Once all parties have signed, I will send a copy for your files. Should you have any questions or concerns, please feel free to contact me at 315-536-5542.

We greatly appreciate our partnership and we look forward to maintaining this relationship.

Sincerely,

Joy E. Jensen
Confidential Assistant to the Sheriff

Enclosures

**INTER-MUNICIPAL 2026 ANIMAL (DOG) CONTROL AGREEMENT
BETWEEN YATES COUNTY AND INDIVIDUAL TOWNSHIPS**

This Inter-Municipal Agreement made between the County of Yates, and its Sheriff hereinafter referred to as the "COUNTY", and "SHERIFF" as first parties, and the Town of MIDDLESEX, hereinafter referred to as the "TOWN", second party, both COUNTY and TOWN being municipal corporations located within New York State.

- 1) This Inter-Municipal Agreement shall commence on JANUARY 1, 2026 and shall terminate DECEMBER 31, 2026.
- 2) The COUNTY, SHERIFF, and the TOWN mutually acknowledge as follows:
 - (a) That the COUNTY, and SHERIFF, are the co-employers of Animal (Dog) Control employees; the present employees are appointed by the SHERIFF, wherein the title is Animal Control Officer, and which position is hereinafter referred to as "ACO."
 - (b) That the COUNTY, and SHERIFF, is leasing a building located in the County of Yates from the Humane Society of Yates County, Inc. located in the Town Benton being used as the County Dog Pound, with additional services of a crematorium, hereinafter referred to as the "POUND".
 - (c) That this Agreement is made under the provisions of the revised Article 7 of the New York State Agricultural and Markets Law (NYSAML), and any reference herein to "Sections" shall mean sections of such law unless otherwise clearly indicated.
 - (d) That the TOWN is not the employer of the ACO, and it is the purpose of this Agreement that the COUNTY, and SHERIFF, provide to the TOWN the dog control services of the ACO, as hereinafter indicated.
- 3) In consideration of the mutual promises hereinafter made the COUNTY, SHERIFF, and the TOWN agrees that the ACO shall perform the following services in respect to animal and dog control within the TOWN:
 - (a) Shall seize any dog which is not identified, and which is not on the owner's premises.
 - (b) Shall seize any dog which is not licensed.
 - (c) Shall enforce the provisions of Section 121 (NYSAML) in respect to dangerous dogs and animals.
 - (d) Shall enforce, investigate and do reports on other applicable and appropriate provisions in the (NYSAML) associated with animal and dog control, incidents, and related services.
 - (e) Whenever the COUNTY shall make an Order under Section 122 in respect to the protection of deer or under Section 123 in respect to night quarantine, or under

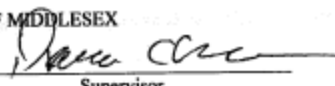
both of said sections, the SHERIFF shall require the ACO to enforce the COUNTY order within the TOWN.

- (f) The TOWN shall pay to the COUNTY for the services to be rendered by the ACO an amount of money based upon the number and type of dog licenses issued by the TOWN in accordance with the revised Article 7 of the (NYSAML). See Sub (p) herein regarding distribution of dog fees.
- (g) The COUNTY and SHERIFF agree that, without additional charge to the TOWN, the COUNTY, and SHERIFF will provide the POUND facilities in respect to the impoundment of dogs seized by the ACO under the services, above described, to be rendered by the ACO. The TOWN agrees that all impoundment fees provided for under Article 7 of the NYS Agriculture and Market Law may be collected by the ACO as directed by the SHERIFF, and such fees shall become the property of the COUNTY.
- (h) The COUNTY, and SHERIFF agree that the services by the ACO under this agreement shall include the obligation of the ACO under (NYSAML) Section 119 and Section 120, together with all bail forfeitures, fees and fines connected therewith, shall be paid to the COUNTY via the Office of Treasurer as part of the consideration of this agreement.
- (i) The COUNTY agrees that all monies received by the COUNTY under provisions of this Agreement shall be revenue used only for expenses connected with the ACO controlling animals and impounding dogs as directed by the SHERIFF, and the enforcement of Article 7 of the (NYSAML).
- (j) If, in addition to the services of the ACO to be provided by the COUNTY and SHERIFF to the TOWN as before described, and shall there be any additional services in respect to animal and dog control to be provided by the COUNTY, and SHERIFF to the TOWN, the provisions describing such services and providing for the payment therefore by the TOWN to the COUNTY shall be set forth at the time the services are rendered by amending this agreement with a "Schedule A" which shall be attached hereto, and become a part hereof as if fully set forth herein.
- (k) If there should be a vacancy in the position of ACO, then the SHERIFF agrees to use his office best efforts to fill such position promptly. However, if the SHERIFF is unable to fill such position within 60 days immediately following the occurrence of the vacancy, then the TOWN may, at its option, by giving written notice to the COUNTY and SHERIFF terminate this agreement at any time that the position of ACO is vacant for more than 60 continuous days. If the TOWN should exercise the option to terminate this agreement, the TOWN shall not be entitled to any refund of any monies previously paid by the TOWN to the COUNTY.
- (l) It is mutually agreed that the COUNTY will not administer a dog licensing program and that the TOWN will establish dog licensing related fees and issue identification tags and the COUNTY will not submit a plan to the NYS Animal Population Control Program and that this is a TOWN obligation and assessment responsibility.

- (m) It is mutually agreed by the COUNTY, SHERIFF, and the TOWN that the ACO is an employee of the SHERIFF and COUNTY, and not of the TOWN.
- (n) The TOWN agrees to make available to the ACO, or other SHERIFF employee performing ACO duties at reasonable times, such TOWN records as may be necessary for identification of dogs for the ACO to examine in providing the services under this agreement.
- (o) The TOWN agrees to distribute dog related license fees and surcharges pursuant to Section 110 and 117A of (NYSAML) consistent with the established TOWN local law for dog control purposes and fees are submitted to the COUNTY of Yates Treasurer or other appropriate entity wherein 50% of the statutory dog licensing fees including purebred fees established by the TOWN are submitted to the COUNTY for dog control ACO services as outlined in this agreement. At a minimum the established licensing fee must be at least \$5.00 more for an unspayed dog than the fee established for the spayed dog. Licensing surcharge fees collected are dispersed by the TOWN at minimum a \$1.00 assessment on licenses for altered dogs and at minimum a \$3.00 assessment on unaltered dogs to the administrative entity chosen by the state to administer the New York State Animal Population Control Program understanding that the TOWN may establish additional surcharges to cover cost of dog enumeration and identification tags, and such surcharges become the property of the TOWN.

4) IN WITNESS WHEREOF, by Resolution of the County Legislature the COUNTY has directed this Agreement to be executed by its Chairperson and Sheriff and by Resolution of the Town Board the Town has directed this Inter-Municipal Agreement to be executed by its Supervisor as of the date written opposite their signatures.

Date: _____, COUNTY OF YATES
 BY: _____
 Chairperson of the Legislature

Date: 1/13/2025, TOWN OF MIDDLESEX
 BY: 
 Supervisor

Date: _____, SHERIFF OF YATES COUNTY
 BY: _____
 Sheriff

Williamson Law Book Company
790 Canning Parkway Victor, New York 14564

Town of Middlesex
Accounts Payable
P.O. Box 147
Middlesex, NY 14507

October 15, 2025

Annual Software Support Contract

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

Water & Sewer Software
(11/1/25 through 10/31/26)

This agreement is between Williamson Law Book Company (WLB) and Town of Middlesex (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

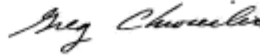
The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$1,405.00 as specified on the enclosed invoice.

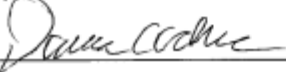
*****Please sign and return one copy of this contract with your payment*****

Thank you,



Williamson Law Book Company

Accepted for the Town of Middlesex

By:  Title: Supervisor Date: 11/13/25

Adjustment of 2025 budget revenue codes that affect 2026 Budget line items

Discuss the preliminary budget into the Final budget

Bookkeeper Department Monthly Report

Date: 11/13/2025

Reporting Period: From 10/09/2025 to 11/13/2025

Major Tasks Completed

1. Payroll 10/10/2025, 10/24/2025 & 11/7/2025 Completed
2. Entered Invoices
3. Completed Reconciliations
4. Pulled documents for Auditors

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

Upcoming Projects

Work with Donna, to ensure funds will be ready for annual report.
Complete any necessary line item transfers for the end of the year.

Submitted By:

Signature: 

Name: Denise Adam

Title: Bookkeeper

Date: 11/13/2025

For Town Board Review - Monthly Meeting Date: 11/13/25

Water Department Monthly Report

Date: 11/13/2025

Reporting Period: From 10/09/2025 to 11/13/2025

Major Tasks Completed

1. Collected \$15,308.55 in Water Invoices
2. Reconciled Bank Statements
3. Relevey was sent to the County in the amount of \$15,909.21—Approx. \$7,000.00 less than 2024.
- 4.
- 5.
- 6.

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

Upcoming Projects

Submitted By:

Signature: 

Name: Denise Adam

Title: Water Clerk

Date: 11/13/2025

For Town Board Review - Monthly Meeting Date: 11/13/2025

Oct-25	Beginning Balance	Ending Balance	Difference	Interest Earned
General Checking	\$ 29,482.59	\$ 67,027.21	\$ 37,544.62	
General MMA	\$ 1,556,212.20	\$ 1,496,660.23	\$ (59,551.97)	\$ 5,205.28
Highway Checking	\$ 72,304.22	\$ 84,514.29	\$ 12,210.07	
Highway Savings	\$ 927,580.76	\$ 861,672.14	\$ (65,908.62)	\$ 3,029.09
Highway Reserves	\$ 80,829.95	\$ 81,107.98	\$ 278.03	\$ 278.03
Health Insurance	\$ 8,868.02	\$ 8,587.63	\$ (280.39)	
Water Checking	\$ 14,422.00	\$ 36,622.06	\$ 22,200.06	
Water Savings	\$ 454,215.51	\$ 419,982.78	\$ (34,232.73)	\$ 1,456.19
Trust & Agency	\$ 6,552.62	\$ 7,801.53	\$ 1,248.91	
Total for all accounts	\$ 3,150,467.87	\$ 3,063,975.87	\$ (86,492.00)	\$ 9,968.59

Attn: Board Members

Above is a list of the October 2025 beginning/ending balances for the actual bank accounts.

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 October, 2025:

DATED: November 10, 2025

SUPERVISOR

	Balance 09/30/2025	Increases	Decreases	Balance 10/31/2025
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	27,144.71	89,893.00	34,170.71	82,827.00
CASH - MONEY MARKET	1,551,112.20	10,301.03	89,893.00	1,491,560.23
PETTY CASH	162.04	0.00	0.00	162.04
TOTAL	1,578,418.95	80,194.03	104,023.71	1,554,549.27
DA HIGHWAY FUND				
CASH - CHECKING	70,795.33	88,837.71	59,727.84	83,006.40
CASH - SAVING	827,690.76	3,028.09	88,837.71	801,872.14
HWY EQUIPMENT RESERVE	80,561.78	0.00	0.00	80,561.78
TOTAL	1,078,937.87	71,995.80	125,995.35	1,025,239.32
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	11,776.00	0.00	0.00	11,776.00
CASH SAVINGS	52,860.41	0.00	0.00	52,860.41
TOTAL	64,636.41	0.00	0.00	64,636.41
PN CEMETERY				
CASH - CHECKING	2,328.60	0.00	0.00	2,328.60
TOTAL	2,328.60	0.00	0.00	2,328.60
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	2,337.88	0.00	97.34	2,240.54
SAVINGS	5,100.00	0.00	0.00	5,100.00
TOTAL	7,437.88	0.00	97.34	7,340.54
SW WATER DISTRICT				
CASH - CHECKING	14,153.00	50,997.47	28,648.30	36,502.08
MONEY MARKET	454,215.51	16,784.74	50,997.47	419,982.78

MONTHLY REPORT OF SUPERVISOR				
	Balance 09/30/2025	Increases	Decreases	Balance 10/31/2025
TOTAL	488,368.51	67,762.21	79,645.95	496,484.85
TA TRUST & AGENCY				
CASH - CHECKING	6,269.78	42,513.97	41,457.50	7,415.85
HRA ACCOUNT	9,257.14	0.00	0.00	9,257.14
TOTAL	15,596.92	42,513.97	41,457.50	16,872.99
TOTAL ALL FUNDS	3,217,294.03	282,397.01	350,890.16	3,128,792.88

Open for public comments 7:53 PM

Devin from Monroe Extinguisher Company Inc submitted a proposal for updating the Town of Middlesex fire extinguishers



EXTINGUISHER COMPANY, INC.

TOWN OF MIDDLESEX
FIRE EXTINGUISHER PRICE LIST
2026-2027

Table with 3 columns: Code, Description, Price. Includes items like Annual NFPA-10 Inspection (\$8.00 ea), 6 Year Maintenance (\$15.00 + Recharge), Hydrostatic Test (\$28.00 + Recharge), etc.

RECHARGE PRICING PER EXTINGUISHER (40% OFF RECHARGE)

Table with 6 columns: Code, Capacity, Price, Code, Capacity, Price. Lists recharging prices for various extinguisher sizes like 2.5# ABC (\$39.00), 5# CO2 (\$19.80), etc.

Table with 3 columns: Code, Description, Price. Lists prices for water mist, water mist (deionized), K class, and recycle halotron extinguishers.

Yours for Better Fire Protection,
Dan Shedler,
Monroe Extinguisher Company, Inc.
Office 585-235-3310 | Cell 585-456-3009
dshedler@monroextinguisher.com



BUFFALO • ROCHESTER • SYRACUSE • ELMIRA • BINGHAMTON

1-800-388-5360

105 Dodge Street • P.O. Box 60880 • Rochester, New York 14606 • Fax 585-235-7312

Close public comments 7:58 PM

MOTIONS

Motion to amend the preliminary budget due to increase of approximately 18% for insurance estimated cost under code A9060.8 and code DA9060.8

ROLL CALL:

Council Member Betts Aye

Council Member Liddiard	Aye
Council Member Mitchell	Aye
Council Member Adam	Aye
Council Member Button	Nay

The following motion was adopted with 60% aye

RESOLUTIONS

Resolution # 47- 25

RESOLVE to adopt the preliminary budget into the Final budget

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

Roll Call:

Council Member Mitchell	Aye
Council Member Adam	Aye
Council Member Button	Nay
Council Member Betts	Aye
Council Member Liddiard	Aye

The following Resolution was adopted with 60% aye

Resolution # 48-25

RESOLVED to transfer \$74,575.22 to adjust revenue funds from code DA2300, service other, into code DA2302, snow removal

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

ADOPTED: Ayes 5 Adam, Button, Liddiard, Betts, Mitchell
Nays 0

Resolution # 49-25

RESOLVED to move the \$38,474.98 from revenue funds DA2302, snow removal, into Equipment code DA5130.2

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

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

Nays 0

Resolution # 50-25

RESOLVED to sign the Inter-Municipal Animal Control Agreement between the Town of Middlesex and Yates County Sheriff Department for 2026

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

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

Nays 0

Resolution # 51-25

RESOLVED to sign Williamson Law Book Co annual water and sewer software support contract for 11/1/25 to 10/31/26 in the amount of \$1,405.00

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

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

Nays 0

Resolution # 52-25

RESOLVED to sign the Supplemental Agreement with New York State Department of Transportation for the upcoming 2025-2026 Snow and Ice season that is amending the estimated expenditure to the amount of \$80,487.41; to account for increases in labor, materials, equipment and/or overall costs

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

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

Nays 0

Resolution # 53-25

RESOLVED to accept water main replacement quote from Zimmerman Esc LLC in the amount of \$22,200.00

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

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

Nays 0

Resolution # 54-25

RESOLVED to pay audit of claims. November, 2025:

- **Highway Fund claims Nos. 194-205 in the amount of \$58,158.73 as set forth in abstract No 011 dated 11/13/2025**
- **Water District claims Nos. 31-32 in the amount of \$1,525.00 as set forth in abstract No 011 dated 11/13/2025**
- **General Fund – Townwide claims Nos. 256-278 in the amount of \$16,868.81 as set forth in abstract No 011 dated 11/13/2025**
- **Trust & Agency claims Nos. 10 in the amount of \$358.47 as set forth in abstract No 011 dated 11/13/2025**

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

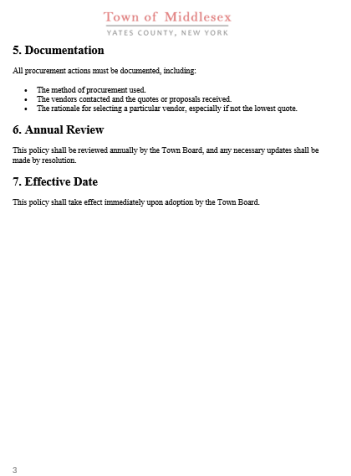
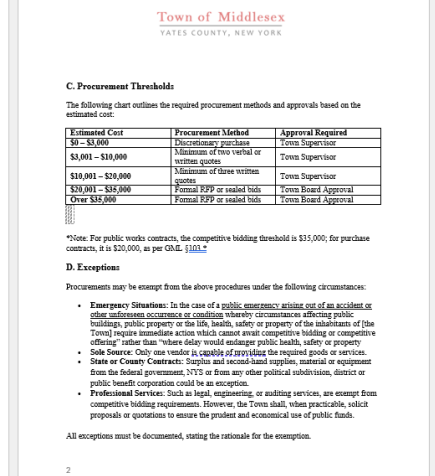
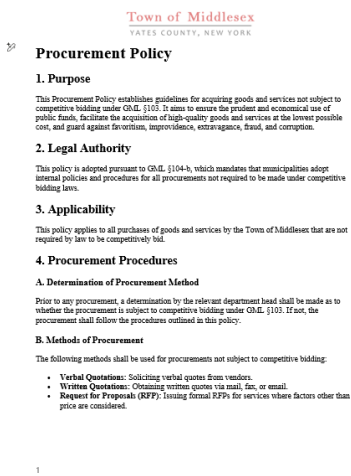
ADOPTED: Ayes 5 Adam, Button, Liddiard, Betts, Mitchell
 Nays 0

Resolution # 55-25

RESOLVED to adopt Procurement Policy

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

ADOPTED: Ayes 5 Adam, Button, Liddiard, Betts, Mitchell
 Nays 0



Resolution # 56-25

RESOLVED to adopt Sexual Harassment Prevention Policy and Sexual Harassment and Discrimination

Complaint Form

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

ADOPTED: Ayes 5 Adam, Button, Liddiard, Betts, Mitchell
Nays 0

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. For the remainder of this policy, the term "covered individual" refers to those individuals who are not direct employees of the Town. [\(The Official Website of New York State\)](#)

3. Prohibited Conduct

Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. Sexual harassment is unlawful, is prohibited, is considered a form of employee misconduct and includes, but is not limited to, unwelcome conduct which is 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 or subjects an individual to inferior terms, conditions or privileges of employment.
- 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.

Town of Middlesex
YATES COUNTY, NEW YORK

- Making derogatory or demeaning comments about someone's gender or sexual orientation.
- Gender role stereotyping.
- Treating employees differently because of their gender.

4. Reporting Procedures

Any individual who believes they have been subjected to sexual harassment should report the incident promptly to their supervisor, department head or the Town Supervisor or the designated representative, as determined by the Town Board. Reports can be made verbally or in writing. A complaint form is available at Middlesex Town Hall, Town Clerk's office and can be used to submit a written complaint.

Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, department head or the Town Supervisor. Any supervisor or department head who is a bystander to harassment is required to report it to the Town Supervisor.

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 in a manner that is fair to all parties. 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. All employees and Town officials are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. Retaliation Prohibition

Retaliation against individuals who report sexual harassment or participate, testify or assist in investigations is strictly prohibited and is unlawful. 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

Town of Middlesex
YATES COUNTY, NEW YORK

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.

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> [\(The Official Website of New York State\)](#)
- United States Equal Employment Opportunity Commission (EEOC): <http://www.eeoc.gov/field-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's official website: <https://middlesex.ny.gov>

Town of Middlesex
YATES COUNTY, NEW YORK

Sexual Harassment and Discrimination Complaint Form

Instructions:
The Town of Middlesex is committed to a workplace free from sexual harassment and discrimination. If you believe you have been subjected to such conduct, you are encouraged to complete this form and submit it to the Town Supervisor or designated Human Resources contact. This form can be submitted verbally or in writing. You will not be retaliated against for filing a complaint.

SECTION 1: COMPLAINANT INFORMATION

Name: _____
Job Title: _____
Department: _____
Supervisor's Name: _____
Phone: _____
Email: _____

SECTION 2: COMPLAINT DETAILS

1. What is the basis of your complaint?

Sexual Harassment
 Discrimination Based on Sex/Gender Identity
 Other (please specify): _____

2. Who is the person(s) you believe engaged in the misconduct?

Name	Job Title	Department	Relationship (e.g., supervisor, coworker)

Town of Middlesex
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3. Describe the behavior or incident(s). Be as specific as possible, including dates, locations, and the nature of the conduct. Attach additional pages if needed.

4. Were there any witnesses? If so, please list their names and contact information.

5. Have you previously reported or discussed this complaint with anyone?

Yes No

If yes, who did you report it to and when?

6. Is the sexual harassment continuing?

Yes No

SECTION 3: RESOLUTION REQUEST
What outcome or action are you seeking?

SECTION 4: CERTIFICATION
I affirm that the information I have provided is true and accurate to the best of my knowledge. I understand that the Town of Middlesex will conduct a thorough and confidential investigation and that retaliation against individuals who file complaints or participate in investigations is strictly prohibited.

Signature: _____
Date: _____

Town of Middlesex
YATES COUNTY, NEW YORK

For Office Use Only

Received by: _____
Date Received: _____
Follow-up Assigned to: _____
Investigation Completed Date: _____
Outcome/Resolution: _____
Supervisor/HR Signature: _____ Date: _____

Resolution # 57-25

RESOLVED to pay line item transfers for 11/13/2025

Line Item Transfers 11/13/2025

\$ 6,300.00 from A1910.4 Contingent to A1220.4 Supervisor Contractual
 \$ 2,300.00 from A1620.4 Buildings Contractual to A1620.1 Building Personnel Services
 \$ 773.91 from A7020.4 Recreation Contractual to A7020.1 Recreation Personnel Services
 \$ 995.00 from A8010.12 Zoning ZBA Clerk to A8010.2 ZBA Equipment
 \$ 54.77 from A1910.4 Contingent to A8160.4 Refuse
 \$ 1,500.00 from A1910.4 Contingent to A1355.1 Assessor Contractual
 \$ 13,400.00 from DA5142.4 Snow Town Contractual to DA5148.4 Serv Other Contractual

 \$ 25,323.68

TOWN OF MIDDLESEX - GENERAL FUND - TOWNWIDE
BUDGET JOURNAL 2025

Ref	Date	Account #	Description	Debit	Credit
090	11/13	A1910.4	LINE ITEM TRANSFER	6,300.00	
091	11/13	A1620.4	LINE ITEM TRANSFER		6,300.00
092	11/13	A1620.4	CORRECTION ABOVE	6,300.00	
093	11/13	A1220.4	LINE ITEM TRANSFER		6,300.00
094	11/13	A1620.4	LINE ITEM TRANSFER	2,300.00	
095	11/13	A1620.1	LINE ITEM TRANSFER		2,300.00
096	11/13	A7020.4	LINE ITEM TRANSFER	773.91	
097	11/13	A7020.1	LINE ITEM TRANSFER		773.91
098	11/13	A8010.12	LINE ITEM TRANSFER	995.00	
099	11/13	A8010.2	LINE ITEM TRANSFER		995.00
100	11/13	A1910.4	LINE ITEM TRANSFER	54.77	
101	11/13	A8160.4	LINE ITEM TRANSFER		54.77
102	11/13	A1910.4	LINE ITEM TRANSFER	1,500.00	
103	11/13	A1355.4	LINE ITEM TRANSFER		1,500.00

TOWN OF MIDDLESEX - HIGHWAY FUND
BUDGET JOURNAL 2025

Ref	Date	Account #	Description	Debit	Credit
028	11/13	DA5142.4	LINE ITEM TRANSFER	13,400.00	
029	11/13	DA5148.4	LINE ITEM TRANSFER		13,400.00

On a resolution by Council Member Betts – seconded by Council Member Liddiard, the following

resolution was adopted:

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

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 8:27 PM.