

Town of Middlesex
Regular Meeting
December 11 , 2025

Present: David Adam, Supervisor
Leon Button, Council Member – arrival 7:10 PM
Austin Liddiard, Council Member
Paul Mitchell, Council Member
Stephanie Betts, Council Member

Absent: Rebecca Moore, Town Clerk

Also Present: Patrick Killen Yates County Legislature
David Gray, Bruce St Lawrence
Alan Pearce

Middlesex Town Board Meeting

Attendance

Date: December 11, 2025

Please print your name clearly

1. David M Gray
2. Patrick Killen, Legislator
3. Bruce St Lawrence
4. Alan Pearce

Recording: Stephanie Betts, Council Member

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 7:00 PM

Hearing none

Close public comments 7:00 PM

Request to approve November 13, 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: 12/11/2025

Reporting Period: From 11/13/2025 to 12/11/2025

Note from Town Clerk

As I went to print the payables from the town clerk checking account for the month of November, I realized I allowed an extensive amount of time to lapse between my payables. I needed to complete the September, October AND November report. This is tremendously unacceptable and I can only apologize for my lack of attention to the payables. I allowed myself to be consumed with day to day and reactive tasks. To prevent this moving forward, I have created a calendar reminder for the first Tuesday of each month to complete my town clerk's monthly report.

Major Tasks Completed

1. Delivered envelopes and two certified copies of the final budget to Yates County
2. Attorney Jeff Graff Confirmed mailed confirmation that the Mincer Property is confirmed filed with Yates County Clerk and the deed transferring property from Robert & Patricia Mincer to the Town of Middlesex.
3. Started filing via Laterfiche (scanning project for the Town)
4. Completed 2 FOILS with Code and received 3 more 12/09
5. Ordered Bookkeepers new office desk, to be delivered 12/11.
6. Updated all Town of Middlesex contacts on the NYS Comptroller website
7. Received and completed 1 birth certificate

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
103 South Lake Road	Donny Byrne	230896	11/20/2025 4	\$ 229.50	\$ 918.00	11/20/25	\$ 0.00	\$ 918.00
980 South Lake Road	Donny Byrne	230874	4/30/2025 4	\$ 229.50	\$ 918.00	11/20/25	\$ 0.00	\$ 918.00
Donny Hill Road	Donny Byrne	230772	4/30/2025 4	\$ 229.50	\$ 918.00	11/20/25	\$ 0.00	\$ 918.00
1063 South Lake Road	Donny Byrne	230887	4/30/2025 4	\$ 229.50	\$ 918.00	11/20/25	\$ 0.00	\$ 918.00
1053 South Lake Road	R. Jon Schick	47886	7/30/2025 (revised) 4	\$ 229.50	\$ 918.00	11/20/25	\$ 0.00	\$ 918.00
1013 South Lake Road	Robert Mincer	47885	7/30/2025 (revised) 4	\$ 229.50	\$ 918.00	11/20/25	\$ 0.00	\$ 918.00
				\$ 6,000.00	\$ 2,276.00		\$ 3,724.00	\$ 2,276.00

Town of Middlesex Cash Book Transactions							
For the period 11/13/25 through 12/11/25							
Date	Name	Description	DEC	DL	ML	Other	
11/20/25	BARBARA DECLEPICK	00020489 ORIGINAL		10.00			
11/20/25	BARBARA DECLEPICK	00020489 ORIGINAL		10.00			
11/20/25	881 ST PT 3M	BUILDING PERMITS GUYMON COLT 15-03-1-15				188.00	
11/20/25	702 EAST LAKE RD	BUILDING PERMITS LAWRENCE FORD 2025-088				30.00	
11/20/25	881-HASSELL FORD	BUILDING PERMITS WAKH LOGAN FORD 22-03-1-1				30.00	
11/20/25	874 HASSELL RD	BUILDING PERMITS PROCTOR ENTERP 2025-022				30.00	
11/20/25	881 ST PT 3M	SITE PLAN REVIEW GUYMON COLT 15-03-1-15				100.00	
11/20/25	1714 UPPER HILL RD	SITE PLAN REVIEW ABE WOODROW 2025-19-3				100.00	
11/20/25	596 E LAKE RD	SITE PLAN REVIEW WOODROW 2025-19-3				100.00	
11/20/25	1149 LAKE RD	CERTIFIED COPIES 1 CERT COPIES				30.00	
11/20/25	1011 B 138 UNCLON AVE	SITE PLAN REVIEW DANFLO DUTTON 2025-0-3P				100.00	
11/20/25	901 TURKEY LAKE	BUILDING PERMITS PROCTOR ENTERP 2025-055				50.00	
11/20/25	198 E LAKE RD	BUILDING PERMITS EDWARDS MORGAN 2025-066				50.00	
11/20/25	181 WEST AVE	BUILDING PERMITS ANDER JAMBERT 2025-051				87.50	
11/20/25	817 ROUTE 163	BUILDING PERMITS MOULDER VALLEY AREA 2				25.00	
11/20/25	808 S VINE VALLEY	BUILDING PERMITS MENCER CONTRACTING LLC				50.00	
11/20/25	822 S VINE VALLEY RD	BUILDING PERMITS MENCER CONTRACTING LLC				72.00	
11/20/25	814 TURBANT LN	BUILDING PERMITS PROCTOR ENTERP 2025-051				50.00	
11/20/25	777 NEMADOCK AVE	BUILDING PERMITS PROCTOR ENTERP 2025-051				50.00	
11/20/25	816 NEMADOCK RD	BUILDING PERMITS PROCTOR ENTERP 2025-051				50.00	
11/20/25	874 HASSELL RD	BUILDING PERMITS PROCTOR ENTERP 2025-088				50.00	
11/20/25	591 BLEN AVE	BUILDING PERMITS PROCTOR ENTERP 2025-088				50.00	
11/20/25	181 BLEN AVE	BUILDING PERMITS PROCTOR ENTERP 2025-088				50.00	
11/20/25	5889 TOWN LINE RD	BUILDING PERMITS PROCTOR ENTERP 2025-088				50.00	
11/20/25	588 S LAKE RD	BUILDING PERMITS PROCTOR ENTERP 2025-088				622.50	
11/20/25	288 E LAKE RD	BUILDING PERMITS ROYAL 2025-088				50.00	
11/20/25	218 BARE HILL RD	BUILDING PERMITS STEVEN VONHOFF 2025-0				50.00	
11/20/25	218 BARE HILL RD	BUILDING PERMITS STEVEN VONHOFF 2025-0				71.60	
11/20/25	586 WILLIAMS ST	BUILDING PERMITS TOWN 2025-088				52.50	
11/20/25	591 E LAKE RD	BUILDING PERMITS TOWN 2025-088				243.80	
11/20/25	591 E LAKE RD	BUILDING PERMITS TOWN 2025-088				50.00	
11/20/25	218 BARE HILL RD	BUILDING PERMITS WILLIAMS 2025-088				491.20	
11/20/25	588 BARE RD	BUILDING PERMITS BUCHHEIM 2025-012				104.00	
11/20/25	1689 PT DR	SITE PLAN REVIEW DANIEL OLVERSEN 2025-0				50.00	
11/20/25	1689 PT DR	SITE PLAN REVIEW DANIEL OLVERSEN 2025-0				100.00	
11/20/25	218 BARE HILL RD	BUILDING PERMITS WILLIAMS 2025-088				100.00	
12/03/25	596 E LAKE RD	BUILDING PERMITS DAS SULLIVAN 2025-088				1,587.30	
12/03/25	128 E LAKE RD	BUILDING PERMITS JAMES SMITH 2025-087				1,044.80	
12/09/25	808 S VINE VALLEY ROAD	SITE PLAN REVIEW MENCER CONTRACTING LLC				100.00	
12/09/25	808 S VINE VALLEY ROAD	SITE PLAN REVIEW MENCER CONTRACTING LLC				100.00	
12/09/25	578 S VINE VALLEY RD	SITE PLAN REVIEW TRIGLAPER 2025-0-3P				100.00	
Total:			\$6,821.45	0.00	20.00	0.00	6,801.45
Deposit Amount:			\$6,821.45				
Check:			270.00				
Change:			\$6,551.45				
Credit Card Amount:			50.00				

Upcoming/continued Projects

Scanning

Tax Assessor- Patrick Grimaldi

No updates

Highway/Buildings/Grounds

Highway Superintendent report submitted to the Town Board.

*10 wheeler proposal for next board meeting – 2 year waiting list with a \$10,000 deduction in payment if paid within 60 days.

*** Town Supervisor presented Highway Superintendent Josh Burnett with an award for completing duties outside of the scope of his job title:

- Fuel refills for the town hall
- Being available for desk deliveries at the town
- Support code

Water District Superintendent – Alan Williams

Alan has been supporting water main leaks. Been busy. No update on Zimmermans starting project

Code Enforcement Officer – Alan Pierce

As of next week it will be 8 months. Better understanding of needs, gaps, grasp of concepts, systems in place, 911 center address updates, Beth supports.

Robeson tract issue – still unresolved and seeking Yates County advise

PLANNING BOARD –

A lot of issues and currently developing a system

Middlesex is booming with new builds and a lot of projects.

Code 1st before architects, engineers. Starting with concept plans and helping reducing high costs on plans and revisions.

Fire Inspections: 1203 reports and properties that are out of compliance

Recognizing Middlesex as desirable place to build

Working on 'how-to guides' for new builds

Comprehensive plan review: a long time aged and needs to be done in the near future

ZBA-

Going through 1 appeal process

Article 78 – legal representation will be needed

Historian – Amberle Kelly

History Department Monthly Report

Date: December 11, 2025

Reporting Period: From November 2025 to December 2025

1. I will be holding open office hours on Saturday, December 13th, 9-11:30pm.
2. The "Wreaths Across America" event is on December 13th, at 12pm, at Overackers Cemetery. We encourage and welcome anyone to join us!
3. I received many copies of original news articles detailing the 1921 Dean Brother murders in Middlesex. I have printed them off to input into the historian records.
4. The Middlesex "Snapshot" 2025, is almost completed. I am compiling a binder and digital copy of photos and descriptions to input into the historian records.
5. I had to reschedule the presentation at Clarks Meadows, Ferris Hills due to inclement weather. The rescheduling date is TBD.
6. Middlesex Heritage Group will be holding its Annual Meeting on January 18th at 2pm. All are welcome. It is potluck and we will chat about next year's plan for the group.
7. We have several events planned for this upcoming year that are in the beginning stages of planning.

Submitted By:

Signature: _____

Name: Amberle Kelly

Title: Historian

Date: 12/11/2025

Yates County Legislature – Patrick Killen

The animal control agreements with the Sheriff's Office were being sent out to the townships

I mentioned that the Yates county airport was building a new T hanger building that will be available I guess within a year for rentals people want to store an airplane

I mentioned that we had passed our budget and we were still working on contract negotiations with one of the unions in the county, we have one negotiation completed.

we've been doing our typical year end budget adjustments

I also mentioned that the first of our rural Internet connection service customers were coming online and we are continuing to pursue additional RUS grants and other grants if possible to expand Internet options to our local community

David Adam, Supervisor

Mincer Property transfer complete to the Town of Middlesex as of November 24, 2025. – Waiting on survey – Supervisor will reach out to Bob.

Middlesex Library board member Bonnie Olswold, term 12/12/23 – 12/31/25 (2 year term), is being replaced by Shanon Dekowski. Term effective 12/11/25 with two year term until 12/31/27 – Library made recommendation to have Shanon appointed

Middlesex Public Library
The Public Officer's Law requires public officials to take and file an oath of office. The public officer is required to file his or her oath of office within 30 days of commencing the term of office for which he or she is chosen. This requirement is set forth in Public Officer's Law § 10, which provides, in part that "[e]very officer shall take and file the oath of office required by law..." The oath to which public officers must affirm is set forth in Section 1 of Article XIII of the New York State Constitution and provides:

"I do solemnly swear (or affirm) that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee, according to the best of my ability."

Shanon Dekowski
Trustee Name

Shanon Dekowski
Trustee Signature

Term: Insert Term Here (i.e. January 1, 2020 - December 31, 2024)

11/18/2025
Date

State of New York, County of ~~Stewart~~ ^{Dutchess}
On this date of 18th of November, 2025

duly sworn before me.

Trevor P. Lacz
Notary Public

TREVOR P. LACZ
Notary Public, State of New York
No. 0114945692
Qualified in Monroe County
Commission Expires 12/31/2025

Board of Assessment review member listing – Ronald Keller needs to be re-appointed for term 10/1/2025 to 09/30/2030

Williamson Law Book Company Annual Software Support Contract for the Payroll Software (12/1/25 through 11/30/26)

Williamson Law Book Company Annual Software Support Contract for the Accounting Software (12/1/25 through 11/30/26)

Notice of Intent from the Town of Potter to be the lead agency for SEQRA Purposes for Adoption of Town's Comprehensive Plan

Local Law to regulate solar energy systems with the Town of Middlesex

3 new policies provided

Grant options: Recreational, \$8 million local government efficiency program and any other grants available

Lifeguard chair, new ropes/buoys, back board, dock repair replacement

Bruce FEMA reimbursement update: PAID \$91,000.00 that covered all contract work and materials. Still outstanding amount of \$15,122. Lu Engineering safety update/study report will be available in the Spring.

Comptroller Audit update – Coming on 12/12 to provide findings to Supervisor, Code department and Bookkeeper.

Open for public comments 7:52 PM

Hearing none

Close public comments 7:52 PM

MOTIONS

Motion to extend Win Harper as an alt member of the ZBA planning board until January 30, 2026

Motion by Council Member Liddiard – seconded by Council Member Betts, the following motion was adopted:

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

Nays 0

RESOLUTIONS

Resolution # 58-25

RESOLVED to appoint Shanon Dekowski as a board member for the Middlesex Library with a two-year term effective 12/11/2025 to 12/31/2027

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 # 59-25

RESOLVED to reappoint Ronald Keller for the Board of Assessment for term of 10/1/2025 to 09/30/2030

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 # 60-25

RESOLVED to sign Williamson Law Book Company Annual Software Support Contract for the Payroll Software (12/1/25 through 11/30/26)

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 # 61-25

RESOLVED to sign Williamson Law Book Company Annual Software Support Contract for the Accounting Software (12/1/25 through 11/30/26)

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

Resolution # 62 -25

RSOLVED to pass Local Law #3; Local Law to regulate solar energy systems with the Town of Middlesex

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

Roll Call:

David Adam	Aye
Austin Liddiard	Aye
Stephaine Betts	Aye
Leon Button	Aye
Paul Mitchell	Aye

Resolution # 63 -25

RESOLVED to pay audit of claims. December, 2025:

- Highway Fund claims Nos. 206-225 in the amount of \$334,633.64 as set forth in abstract No 012 dated 12/11/2025
- Water District claims Nos. 33-36 in the amount of \$4,085.89 as set forth in abstract No 012 dated 12/11/2025
- General Fund – Townwide claims Nos. 279-302 in the amount of \$43,574.59 as set forth in abstract No 012 dated 12/11/2025

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 # 64 -25

RESOLVE to approve the following line-item transfers for 12/11/2025:

\$530.35 from A1910.4 Contingent to A1220.4 Supervisor Contractual

\$25.00 from A1410.11 Town Clerk Deputy to A1330.1 Tax Collector Personnel Services

\$260.00 from A1910.4 Contingent to A1355.1 Assessor Personnel Services

\$210.00 from A1410.11 Town Clerk Deputy to A1410.1 Town Clerk Personnel Services

\$2,911.00 from A1910.4 Contingent to A1680.4 Data Process – Contractual

\$5,460.87 from A1910.4 Contingent to A9010.8 NYS Retirement

\$5,527.19 from DA9060.8 Medical Insurance to DA9010.4 NYS Retirement

\$2,080.00 from SW8310.4 Administration Contractual to SW8310.1 Administration Personnel Services

TOTAL \$17,004.41

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

Executive session called into order by Council Member Liddiard in the name of personnel– seconded by Council Member Button @ 8:09 PM

Council Member Mitchell makes motion to exit executive session and seconded by Council Member Liddiard at 8:21 PM

Adjourn

With no further business to discuss, a motion was made by Council Member Mitchell – seconded by Council Member Liddiard, with all in favor to adjourn the regular meeting of the Town Board of the Town of Middlesex at 8:30 PM.