

TOWN OF LINCOLN  
6886 Tuttle Road, Canastota, NY 13032  
Town Board

Wednesday, January 12, 2022

**Call to Order.** 7:00 pm

**Pledge of Allegiance**

**Members Present:** Supervisor Melissa During, Councilor Jayne Black, Councilor Doug Holdridge, Councilor Doug Fusillo, Councilor Peggy LeClair

**Member Apologies:** None

**Others in Attendance:** HWS Tony Domenicone, Town Clerk, Amy Becker, Cassey LeClair, Arron LeClair, Gabrielle LeClair, David L Sadler, Jason Driscoll, Daphine Dickenson, John Schoeck

**Others in Attendance via Zoom:** Adam Rowles, Chuck Ghosin, Pam, Lynne, Bob Roberts, iPhone, Jared, PMBecker, TPaci, Tyler Farwell, Mike Oxloug.

Supervisor During welcomed everyone tonight and made introductions and Oaths of Office for the Officials in attendance.

**RESOLUTION # 01-2022:** Councilor Doug Fusillo made a Motion to appoint **Doug Holdridge to Deputy Supervisor, 1/1/2022-12/31/2022,**

**Amy Becker to Secretary to the Town, Planning, Zoning and Grievance Boards 01/01/2022-12/31/2025,**

**Andrew Jeski to the Town of Lincoln Planning Board 01/01/2022-12/31/2028**

**Pam Maxwell to Deputy Clerk and Deputy Registrar, 01/01/2022-12/31/2025,**

**Jason Driscoll to Dog Warden, 01/01/2022-12/31/2022, and**

**David Sadler to Historian 01/01/2022-12/31/2022.**

Councilor Jayne Black seconded the Motion.

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Carried unanimously.

***RESOLUTION # 02-2022:***

Councilor Doug Holdridge made a Motion to accept the Minutes from the December 8th, 2021 meeting.

Councilor Peggy LeClair seconded the Motion.

Carried unanimously.

***Clerk's Report:***

Read by Amy Becker, Town Clerk

***RESOLUTION # 03-2022:***

Councilor Jayne Black made a Motion to accept the December Clerk's Report

Councilor Doug Holdridge seconded the Motion.

Carried unanimously.

***Code Officer's Report:***

Turned into Clerk, copy given to Councilors, on file at TOL.

***Dog Officer's Report:***

Turned into Clerk, copy given to Councilors, on file at TOL.

***Supervisor's Financial Report:***

Will give a full report in February.

***Highway Supervisor's Report:***

Reported on work for the month.

***Historian's Report:***

has been  
work here

David Sadler updated the Board on what he doing. He will be stopping in regularly to and update the Board monthly.

***Correspondence:***

- Received a resignation letter from Nancy Walter on the ZBA Board.
- We will have the Association of Towns on for training here at the Town for the Boards Feb 21-23.
- Received an email from a Girl Scout Troop that would like to use the Town Hall for meetings from 1-3pm on Sundays.
- Received letter for someone on the Board to do the Audit on the Court Books.

***Old Business:***

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A. Supervisor During discussed the Weisbrod Solar Project with Adam Rowles. Adam would like the Fee schedule. He would also like some feedback on the site plan with the setbacks. This will be discussed at the Planning Board meeting on Feb 8, 2022 at 7pm.

**RESOLUTION # 04-2022:** Councilor Doug Holdridge made a Motion to enter into Executive Session for discussion of employment history of individuals relating to appointments at 7:39pm

Councilor Doug Fusillo seconded the Motion.

Carried unanimously.

**RESOLUTION # 05-2022:** Councilor Jayne Black made a Motion to end Executive Session at 8:34 pm

Councilor Doug Holdridge seconded the Motion.

Carried unanimously.

B. Old Town Hall is closed and we have received the checks.

C. The Furnace here at the new Town Hall need servicing, Supervisor During reached out to the installers, AirSide and should have them come over to service at \$140 per hour.

D. Supervisor During said she is missing a master key and would like to have the building rekeyed in case of an emergency.

**RESOLUTION # 06-2022:** Councilor Doug Holdridge made a Motion to rekey the building

Councilor Jayne Black seconded the Motion.

Carried unanimously.

E. Supervisor During stated that Town Clerk and Codes Officer Larry Cesario have been working to get the Energy Efficiency from NYSERDA for a \$5,000 Grant towards another green energy project.

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F.

***RESOLUTION # 07-2022:***

Councilor Jayne Black made a **Motion to appoint Kim Howard to Court Clerk for 1/1/22-12/31/22**

Councilor Peggy LeClair seconded the Motion.

Carried unanimously.

G.

***RESOLUTION # 08-2022:***

Councilor Doug Holdridge made a **Motion to appoint Larry Cesario to Codes Enforcement Officer for 01/01/2022-12/31/2023**

Councilor Doug Fusillo seconded the Motion.

Carried unanimously.

H.

***RESOLUTION # 09-2022:***

Councilor Peggy LeClair made a **Motion to make the Lincoln Town Hall, 6886 Tuttle Road, Canastota, NY** the Official Polling place for the Town of Lincoln.

Councilor Doug Fusillo seconded the Motion.

Carried unanimously.

I.

***RESOLUTION # 10-2022:***

Councilor Doug Holdridge made a Motion **ALLOWING ASSESSORS TO AUTOMATICALLY RENEW 2021 ASSESSMENT ROLL EXEMPTIONS TO THE 2022 ASSESSMENT ROLL FOR LOW-INCOME SENIOR/DISABLED PROPERTY OWNERS IN ACCORDANCE WITH NYS EXECUTIVE ORDER 11.1**

**WHEREAS**, on December 26, 2021, the New York State Governor issued Executive Order 11.1; and

**WHEREAS**, Executive Order 11.1 allows for the automatic renewal of the Real Property Tax exemptions afforded in subdivisions 7, 7a and 8 of Section 459-C of the Real Property Tax Law and subdivisions 5, 5-a, 5-b, 5-6 and 6 of Section 467 of the Real Property Tax Law if the assessing unit adopts a resolution directing the assessor to grant exemptions pursuant to such section on the 2022 Assessment Roll to all property owners that qualified and received the exemption(s) on the 2021 Assessment Roll; and

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**WHEREAS**, this would allow low-income senior/disabled property owners to not have to file an exemption renewal application with the Town of Lincoln in order to continue their exemption on the 2022 Assessment Roll; and

**WHEREAS**, this Order also allows the governing body of the assessing unit to put a local option for when the assessor might require a renewal application;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Lincoln Board allow the automatic renewal of exemptions for RPTL 459-c and RPTL 467 as were received on the 2021 Assessment Roll to carry forward to the 2022 Assessment Roll;

**AND, BE IT FURTHER RESOLVED**, that the Town Assessor can review the 2022 income for property owner's whose income may have dropped in 2020 to ensure that the largest exemption is granted to the property owner if the income is provided by the federal deadline to submit income taxes with an extension which aligns with the corresponding taxable status date;

**AND BE IT FUTHER RESOLVED**, that the Town of Lincoln can require a renewal application, to be filed by the taxable status date, in instances where the Assessor has reason to believe that an owner who qualified for the exemption on the 2021 Assessment Roll may have since changed their primary residence, added another owner to the deed, transferred the property to a new owner or died or had a change in income.

Councilor Doug Fusillo seconded the Motion.

Carried unanimously.

J. Supervisor During had reached out to Lenox regarding a new Assessor. She has spoken to two candidates for this position. Supervisor During will talk with Supervisor Pinard tomorrow.

***New Business:***

**A. Supervisor During reviewed the Organizational Meeting Resolutions for Adoption**

22- 1 **RESOLVED: WHEREAS**, Public Officers Law, para. 11(2) provides that in lieu of any individual undertaking as required by law, the town board may approve a procurement of a blanket undertaking from any duly authorized corporate surety covering the officers, clerk and employees of the Town, and

**WHEREAS**, the Town Board will review/update and approve a procurement, employee handbook, policies & benefits established for resolution in the coming February/March 2022 Town Board Meeting.

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22-2 **RESOLVED:** the Town Law, the regular meetings of the Town Board of the Town of Lincoln will be held at 6:30 pm on the second Wednesday of each month.

Regular meetings of the Town of Lincoln Planning Board will be held at 7:00 pm on the 2<sup>nd</sup> Tuesday of each month as necessary.

Regular meetings of the Town of Lincoln Zoning Board of Appeals will be held at 7:00 pm on the third Thursday of each month as necessary.

All meetings will be held in the 1<sup>st</sup> floor of the Town of Lincoln Town Hall located at 6886 Tuttle Rd, Town of Lincoln, New York unless otherwise advertised.

The Town Clerk shall provide public notice of the regular meeting dates and times, and special meetings as they occur by posting on the Town's official bulletin board and on the Town's website and providing the same to the official newspapers for publication in accordance with the open meetings law of the State of New York.

22-3 **RESOLVED:** That the Oneida Daily Dispatch is hereby designated as the official newspaper for the Town of Lincoln, however special notices may be placed in the Syracuse Post Standard as determined advisable by the Town Board.

22-4 **RESOLVED:** That, pursuant to Town of Lincoln Investment Policy, Sec. 64(1) of the NYS Town Law, Sec. 10 of the NYS General Municipal Law and Sec. 107-A of the NYS Banking Law, NBT Bank is designated as official depositories of all town funds.

22-5 **RESOLVED:** That, pursuant to Sec. 142 of the Highway Law, the Highway Superintendent is hereby empowered to spend up to \$3,000 on equipment without prior approval of the Town Board; however, compliance with the Town Procurement Policy will be required.

22-6 **RESOLVED:** That pursuant to Sec. 118(2) of the Town Law, this Town Board authorizes the Supervisor to pay utilities, payrolls and postage prior to regular meetings according to due dates.

22-7 **RESOLVED:** That this Town Board authorizes the Supervisor to hire a bookkeeper/secretary for the Town at that this position be compensated at an hourly rate not to exceed \$7,600 and payroll to be paid monthly.

22-8 **RESOLVED:** That this Town Board hereby directs the Supervisor to have a summary of the annual report printed by March 1, 2022.

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22-9 **RESOLVED:** That pursuant to Sec. 29(10) of the Town Law, this Town Board hereby directs the Town Clerk to publish a notice that the annual report has been completed and filed and is available for inspection during regular hours.

22-10 **RESOLVED:** That the Supervisor designate a Budget Officer for the year 2022 and that he/she be compensated a yearly salary of \$3,500.00.

22-11 **RESOLVED:** That the Supervisor or in her absence, the Deputy Supervisor, be the sole signer of checks.

22-12 **RESOLVED:** That Town Officials may be reimbursed at the current per mile rate published by the Internal Revenue Service (IRS) when using their own vehicle to carry out Town Business.

22-13 **RESOLVED:** That the salaries of elected and appointed officials be the same as called for in the annual budget and that the time of payment be the same as follows:

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<b>Position</b>	<b>Annual Salary</b>	<b>When Paid</b>
<b>Supervisor</b>	\$14,000	Monthly
<b>Council Members (4)</b>	\$6,000	Monthly
<b>Justice (2)</b>	\$7,000	Monthly
<b>Clerk</b>	\$16,800	Monthly
<b>Highway Superintendent</b>	\$58,000	Bi-Annual
<b>Assessor</b>	\$11,235	Reimbursement Town of Lenox

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22-14 **RESOLVED:** That Town Clerk be appointed to the position of Registrar of Vital Statistics for the Town of Lincoln and that he/she be compensated at an annual rate of \$700.

22-15 **RESOLVED:** That the Town Clerk be appointed to the position of Planning Board, Town Board, Variance Board and Grievance Board Secretary and that he/she

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will also be compensated at the hourly rate of \$15.00. This is to be paid in addition with the appointed salary and to be paid monthly.

22-16 **RESOLVED:** that this Town Board hereby sets the following fees as listed in the fee schedule for the following; Marriage, Code Enforcement/Building Permit fees, Dog Control & licensing. (Separate schedule attached).

22-17 **RESOLVED:** That this Town Board will audit the books of the Clerk, Supervisor, Justice & complete Annual Report by D'Arcangelo & Co., LLC.

22-18 **RESOLVED:** That this Town Board hereby authorizes retaining Charles Spagnoli as the current Attorney for the Town of Lincoln.

22-18 **RESOLVED:** That this Town Board contract payroll services with PayChex at the rate of \$1900 per year to be paid monthly.

**RESOLUTION # 11-2022:** Councilor Doug Holdridge made a Motion to accept the 2022 Organizational Resolutions

Councilor Jayne Black seconded the Motion.

Roll Call Vote:

Councilor Jayne Black:	Yes
Councilor Doug Holdridge:	Yes
Councilor Peggy LeClair:	Yes
Councilor Doug Fusillo:	Yes
Supervisor Melissa During:	Yes

Carried unanimously.

- B. Supervisor During has an interested applicant for the Planning Board. And will wait until next month to appoint a Planning Board Chairperson. She also requests that everyone gets their training up to date by Feb 28th.

**Public Comments:** None





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***RESOLUTION # 12-2022:*** Councilor Doug Holdridge made a Motion for Payment of Claims

Councilor Jayne Black seconded the Motion.

Carried unanimously.

***RESOLUTION # 13-2022:*** Councilor Doug Fusillo made a Motion to end the meeting.

Councilor Peggy LeClair seconded the Motion.

Carried unanimously.

The Meeting ended at 9:15 pm

Next meeting is February 9th at 6:30pm.