

LINCOLN TOWN BOARD

Regular Meeting – Wednesday, June 11, 2025

Lincoln Town Hall, 6886 Tuttle Rd., Canastota, NY 13032

Call to Order: 7:00pm

Attendance: Supervisor Melissa During, Peggy LeClair, Doug Holdridge, Jayne Black and Doug Fusillo.

Others in Attendance: Jon Black, Drew Rogerson, Bill Trimarchi, Becky Oster, Aaron Powell, Erin Powell, Mat Spendley, and Marva Smith.

Pledge of Allegiance

Resolution 68-25: motion to enter executive session at 7:03 was made by Peggy LeClair 2nd by Doug Holdridge, motion carried unanimously.

Resolution 69-25: motion to exit executive session at 7:27 was made by Jayne Black, 2nd by Peggy LeClair, motion carried unanimously.

May 2025 meeting minutes were approved with no corrections.

Resolution 70-25: motion to approve the May meeting minutes was made by Peggy LeClair, 2nd by Doug Fusillo, carried unanimously.

Financials: The town's financial statements from Bryn Wilcox we reviewed with no questions or comments.

Supervisor's Announcements and Updates:

Madison Co. Solid Waste and Recycling committee had a productive session. The effects of the increased Tipping Fees netted just over \$184,000.00. The midyear tipping fee increased generated over \$600,000.00 in revenue. The recycling market is still strong.

Events that have happened or are in discussions include:

Shredding Event

Composting

Sewer Maintenance & leachate line clean out

Landfill Gas Collection & dewatering

Landfill Netting

Repairs

Open House on 8/2/25

To be more efficient in taking care of the Town's business, Supervisor During suggested a 2nd monthly meeting (4th Wednesday) of the month. The Town Board meeting on the 2nd Wednesday will handle the

normal town business and the 4th Wednesday of the month will be more of a workshop. The workshop meetings hope to address specific issues such as assessments (where do we go from here – town wide assessment vs Mat continuing to do as many as he can each year), updating town laws, fee schedules, policies and procedures.

Resolution 71-25: motion to schedule a second town board meeting on the 4th Wednesday of month, June 25, at 6:30pm, was made by Peggy LeClair, 2nd Doug Holdridge, motion carried.

Supervisor During provided several examples of policies the town doesn't have in place such as:

- Ag. and Rural Land Preservation policy

- Code of Ethics (needs updating)

- Whistleblower Protection Policy

- Open Meeting Policy

- Conflicts of Interest Policy

- Foil Request Policy

- Post-able Summary for Town Website Policy

These sample policies follow the meeting minutes.

Deputy Supervisor updates:

Peggy LeClair provided the follow-up information requested by the Town Board for ECO 360. Cost of the program is approximately \$16,000.00 with 20% down followed by monthly payments. It will take almost 2 years to have a product (research and information input). There is a yearly maintenance fee of \$1,200.00 once it is up and running.

Fall Fest is scheduled from 11-4 September 27, 2025. More information to come.

Lincoln FD has ordered the Christmas Tree they have donated to the town. The Christmas Tree will be planted in the Town Green/Square.

Planning Board: the 6/10/25 meeting resulted in approving the Massett SD 4-25 and set a public hearing date for the Ball SD 5-25 for 7/8/25 at 7pm.

ZBA: meets 6/19/25 to discuss the Markle VAR 1-25.

Codes: a copy of Codes Officer, Larry Cesario's activities follow the minutes.

Historian: David Sadler's Historic Marker from the Pomeroy Foundation. This is the first marker for the town of Lincoln and will be unveiled 9/27/2025. This Marker will be in the Town Green/Square.

Highway: The late state budget resulted in the Town not having time to bids on blacktop. Instead, the Town will work off the county's contract with Ulster Paving.

Resolution 72-25: motion to authorize the expenditure of \$235,000.00 for Highway repair in the Town was made by Peggy LeClair, 2nd Doug Fusillo, motion carried.

The full breakdown of Highway Funds follows the minutes. Highlights include spending \$90,000.00 to pave .98 miles of Forbes Road, \$90,000.00 to pave .93 miles of Ray Road. The balance of the funds will be used to repair the lower Nelson Road blow-out and oil and stoning roads off Burelson Road (Raymond, Forest, Brewer and Vedder).

The first round of roadside mowing has been completed.

The Highway Department is again looking for a CDL licensed driver. The last hire took another job making double the salary. No response from job listings so far.

Assessor: Board of Assessment Review met on June 4, 2025. There were 6 residents appearing before the Board. Final determinations are expected shortly.

The Town's final equalization rate is at 60% in 2025. Town has not been reassessed in over 12 years. Assessor Mat Spendley was able to reassess 47 properties. Town has to decide where to go from here, continue having Mat do as many as possible or hire a firm to do the whole Town. Mat will get quotes for Town-wide assessments and provide them at the July meeting.

New Business:

Rave Communication renewal is due in August. Supervisor During questioned the value of using Rave with so few participants. Other options include using Civic Plus which provides alerts as well as webpage management. More information about Civic Plus will be available at 6:30pm, July 9, 2025 (before the Town Board Meeting).

Resolution 73-25: motion to enter into an agreement with Madison County regarding using the Town Hall as our polling location was made by Peggy LeClair, 2nd Doug Fusillo, motion carried.

Resolution 74-25: motion to approve payment of claims was made by Doug Holdridge, 2nd Doug Fusillo, motion carried.

Resolution 75-25: motion to sign the annual agreement with General Securities was made by Peggy LeClair, 2nd by Doug Fusillo, motion carried.

SEQR Part 2 for the Weisbrod was reviewed with Drew Rogerson & Bill Trimachi

Resolution 76-25: motion to adjourn was made by Jayne Black, 2nd Doug Holdridge, motion carried.

Upcoming meetings:

July 9, 6:30pm Town Board Civic Plus, Rave discussion

July 9, 7pm Regular Town Board Meeting.

Happy July 4th to everyone!

Town of Lincoln Policies & Procedures

The following is a comprehensive list of policies and procedures recommended for adoption by the Town of Lincoln. These policies are designed to ensure transparency, efficiency, legal compliance, and ethical governance while supporting the unique needs of the town.

Governance & Ethics

- Code of Ethics
- Conflicts of Interest Policy
- Whistleblower Protection Policy
- Board and Committee Procedures
- Public Meeting & Open Government Policy

Financial Management

- Procurement & Purchasing Policy
- Budget & Financial Management Policy
- Fund Balance & Reserve Policy
- Payroll & Compensation Policy
- Audit & Internal Controls Policy
- Grant Management Policy

Human Resources & Employee Policies

- Employee Handbook

- Equal Employment & Non-Discrimination Policy
- Workplace Safety & Injury Reporting Policy
- Remote Work & Technology Use Policy
- Social Media & Public Communications Policy

Public Safety & Emergency Management

- Emergency Response & Disaster Recovery Plan
- Public Health & Safety Policy
- Fire & Building Code Enforcement Policy
- Police & Law Enforcement Coordination Policy

Land Use, Planning & Infrastructure

- Zoning & Land Use Policy
- Building Permit & Code Enforcement Policy
- Highway & Road Maintenance Policy
- Water & Sewer Infrastructure Policy
- Solid Waste & Recycling Policy

Transparency & Citizen Engagement

- Freedom of Information Law (FOIL) Policy
- Public Comment & Citizen Participation Policy
- Records Retention & Data Management Policy

- Public Notification & Crisis Communication Plan
- Economic Development Incentives Policy
- Sustainable Development & Green Initiatives Policy
- Agriculture & Rural Land Preservation Policy
- Tourism & Community Events Policy

Town of Lincoln Agricultural & Rural Land Preservation Policy

Article I: Purpose & Intent

The Town of Lincoln recognizes the importance of agriculture and rural land as a cornerstone of its economy, heritage, and community character. This policy aims to:

1. Protect farmland and open spaces from excessive development and fragmentation.
2. Support local farmers and agricultural businesses through sustainable policies and incentives.
3. Preserve the rural character of the town while balancing responsible growth.
4. Promote environmental stewardship and sustainable land-use practices.

Article II: Definitions

1. Agricultural Land - Land used for farming, livestock, horticulture, forestry, or other agricultural purposes.

2. Farmland Protection - Strategies to ensure the continued viability of agricultural lands, including zoning, conservation easements, and economic incentives.

Rural Character - The preservation of open spaces, farmland, and low-density development patterns that define the town's landscape.

3. Right-to-Farm - The protection of agricultural operations from nuisance complaints and restrictive ordinances.

Article III: Land Use & Zoning Protections

S 1. Agricultural Zoning Districts

- Establish and maintain agricultural zoning districts that limit non-agricultural development and preserve large tracts of farmland.
- Encourage cluster development to minimize land fragmentation.

S 2. Conservation Easements & Land Trusts

- Work with land trusts and state/federal conservation programs to establish voluntary conservation easements on farmland.
- Provide tax benefits or incentives for landowners who participate in conservation programs.

S 3. Right-to-Farm Law

- Adopt and enforce a Right-to-Farm Law protecting farmers from nuisance complaints and restrictive local regulations.
- Require disclosure statements for new residents near farms, informing them of agricultural activities like noise, dust, and seasonal odors.

Article IV: Economic Support for Farmers

S 1. Agricultural District Participation

- Encourage enrollment in New York State Agricultural Districts, which provide tax benefits and regulatory protections for farmland.

S 2. Property Tax Incentives

- Support agricultural assessment programs that reduce property tax burdens for active farms. - Offer tax incentives for landowners who lease land for agricultural use.

S 3. Direct-to-Consumer & Agritourism Support

- Streamline permit processes for farm stands, farmers' markets, and agritourism businesses. - Promote farm-to-table initiatives and local food networks.

Article V: Sustainable Farming & Environmental Stewardship

S 1. Soil & Water Conservation

- Partner with the Madison County Soil & Water Conservation District to promote best practices in soil health, erosion control, and water quality protection.

S 2. Renewable Energy & Sustainable Practices

- Encourage solar and wind energy development that does not remove prime farmland from production. - Promote the use of cover crops, crop rotation, and regenerative farming techniques.

S 3. Invasive Species & Land Management

- Provide resources to help farmers and landowners manage invasive species and soil degradation. - Support controlled grazing and forestry management programs to maintain healthy landscapes.

Article VI: Development & Infrastructure Considerations

S 1. Smart Growth & Rural Infrastructure

- Prioritize infrastructure improvements that support farming, such as rural broadband access and road maintenance for agricultural transport.
- Limit urban-style development in designated agricultural zones.

S 2. Large-Scale Development Review

- Require impact assessments for major subdivisions or industrial projects to evaluate effects on farmland, water resources, and rural character.
- Work with regional planning agencies to direct development toward existing commercial zones rather than farmland.

Article VII: Implementation & Oversight

- The Town Planning Board shall oversee implementation and ensure zoning aligns with farmland preservation goals.
- The Town Board shall review and update this policy every five years to adapt to changing agricultural needs.

Acknowledgment & Adoption

This policy was adopted by the Town Board of Lincoln, NY, on [Date], and shall take effect immediately.

Supervisor Signature: _____ Date: _____

Town Clerk Signature: _____

Date: ____/____/____

Town of Lincoln Public Meetings and Open Government Policy

Effective Date: [Insert Date]

Adopted by Resolution: [Insert Resolution Number]

1. Purpose

The Town of Lincoln is committed to open and transparent governance. This policy affirms the Town's obligations under New York State law to conduct business in public, provide timely access to information, and foster meaningful citizen participation in local government.

2. Legal Authority

This policy is based on:

- New York State Open Meetings Law (Public Officers Law 5100—111);
- New York State Freedom of Information Law (FOIL, Public Officers Law 584—90);
- Relevant Town of Lincoln local laws and rules of procedure.

3. Open Meetings Requirements

3.1 Applicability

All meetings of public bodies—Town Board, Planning Board, Zoning Board of Appeals, and any committees or advisory groups created by the Town—are subject to Open Meetings Law.

3.2 Notice

- Public notice must be posted at least 72 hours in advance for scheduled meetings, and as soon as practicable for special/emergency meetings.
- Notice shall be posted at Town Hall, on the Town website, and provided to local media upon request.

3.3 Agenda and Materials

- Agendas should be posted online prior to meetings when available.
- Documents scheduled to be discussed must be made available to the public before or at the meeting, unless otherwise exempt.

3.4 Executive Sessions

Executive sessions may be held only for reasons permitted by law (e.g., personnel, litigation, contracts). A public motion stating the general subject matter is required to enter executive session

4. Remote Access and Hybrid Meetings

In accordance with Chapter 56 of the Laws of 2022, the Town of Lincoln may permit remote attendance for board members under specific conditions if authorized by local resolution.

- * The public must have access to view and participate via livestream or recorded format.
- * In-person public access must be provided at at least one location.

5. Public Participation

The Town encourages respectful, constructive public participation.

- Time for public comment shall be provided at Town Board meetings, with each speaker allotted a set time (e.g., 3 minutes).
- Public comments may be received in person, in writing, or via digital platform (when applicable).
- Disruptive behavior may result in removal from the meeting.

6. Meeting Records and Minutes

- Minutes must be taken at all open meetings and made available to the public:
- Within 2 weeks for regular meetings;
- Within 1 week for special or emergency meetings.
- Minutes shall reflect actions taken, votes, and attendance, and will be posted on the Town website.

7. Freedom of Information Law (FOIL) Compliance

- Requests for access to records shall be directed to the Town's FOIL Officer.
- The Town shall respond to FOIL requests within 5 business days with access, denial, or an estimated timeline.
- Fees for copies shall follow the rates allowed under FOIL (e.g., \$0.25 per page for copies over

8. Training and Awareness

All elected and appointed officials shall receive training or guidance on Open Meetings Law and FOIL upon appointment and periodically thereafter. The Town Clerk shall maintain access to training resources from the NYS Committee on Open Government.

9. Violations and Enforcement

Violations of this policy may result in legal consequences and undermines public trust. The Town Board may take corrective action if procedures are not followed.

10. Review and Amendments

This policy shall be reviewed at the Town's organizational meeting each January and may be amended by resolution of the Town Board.

Adopted by the Town Board of the Town of Lincoln on [Insert Date]

Supervisor: [Insert Name]

Town Clerk: [Insert Name]

Town of Lincoln Whistleblower Protection Policy

Effective Date: [Insert Date]

Adopted By Resolution: [Insert Resolution Number or Date of Adoption]

1. PURPOSE

The Town of Lincoln is committed to maintaining the highest ethical standards and compliance with all applicable federal, state, and local laws. The purpose of this policy is to encourage and protect employees, officers, and volunteers who report suspected wrongdoing, waste, fraud, abuse, or violations of law within town operations, in accordance with New York State Labor Law S 740 and relevant municipal law.

2. Policy Statement

No officer, employee, or volunteer of the Town of Lincoln shall suffer retaliation, intimidation, harassment, or adverse employment action as a result of reporting, in good faith, any of the following:

- A violation of any law, rule, or regulation;
- Mismanagement, gross waste of public funds, abuse of authority, or substantial and specific danger to public health or safety;
- Conduct that the employee reasonably believes constitutes improper governmental action.

3. Scope

This policy applies to:

- a. All current town employees (full-time, part-time, temporary, or seasonal); • Appointed and elected officials;
- b. Volunteers and contractors acting on behalf of the Town of Lincoln

4. Reporting Procedure

Reports may be made:

- a. Verbally or in writing to the Town Supervisor or designated Whistleblower Protection Officer;
- b. Anonymously, if the whistleblower desires, although anonymity may limit the ability to investigate the claim;
- c. Within a reasonable period after becoming aware of the alleged misconduct.

In cases where the Town Supervisor is the subject of the complaint, reports should be directed to the Town Attorney or another designated official appointed by the Town Board.

5. Investigation

Upon receipt of a report, the designated official shall:

- a. Acknowledge receipt of the complaint (unless anonymous);
- b. Conduct a prompt and thorough investigation;
- c. Maintain confidentiality to the extent possible;

• Report findings and recommendations to the Town Board in executive session, when appropriate.

6. Protection from Retaliation

In accordance with New York Labor Law S 740(2), no employee or volunteer shall be discharged, demoted, suspended, threatened, harassed, or discriminated against for:

- a. Disclosing, or threatening to disclose, information regarding violations;
- b. Providing information or testimony to a public body conducting an investigation; • Objecting to or refusing to participate in illegal conduct.

Anyone who retaliates against a whistleblower may be subject to disciplinary action, up to and including termination of employment or removal from office

7. False Allegations

Reports made in bad faith or based on knowingly false information may subject the reporting individual to disciplinary action. This policy is not a shield against accountability.

8. Posting and Training

A summary of this policy shall be:

- Posted in conspicuous locations in the Town offices;
- Distributed to all employees and officials upon hiring/appointment and annually thereafter;
- Included in the Town of Lincoln's Employee Handbook.

9. Records and Retention

All records relating to a whistleblower complaint shall be retained in compliance with New York State Archives retention schedules and kept confidential to the maximum extent allowed by law.

10. Severability

If any provision of this policy is held invalid by a court of law, the remainder of the policy shall remain in effect.

Adopted by the Town Board of the Town of Lincoln on [Insert Date].

Supervisor: [Insert Name] Town Clerk:

[Insert Name]

Town of Lincoln, NY
Conflict of Interest Policy

Purpose:

The purpose of this policy is to establish clear standards of conduct to prevent conflicts of interest in the performance of duties by town officers and employees, in accordance with New York State General Municipal Law "800—805-a.

1. Definitions

- Municipal Officer or Employee: Any officer or employee of the Town of Lincoln, whether paid or unpaid, elected or appointed.
- Interest: A direct or indirect financial or material benefit accruing to a municipal officer or employee as a result of a contract or transaction with the Town.
- Relative: A spouse, child, stepchild, sibling, parent, or person claimed as a dependent for federal income tax purposes.

2. General Provisions

A municipal officer or employee shall not have an interest in any contract with the town if they have the power or duty to: *

Negotiate, prepare, authorize, or approve the contract or payment;

- Audit bills or claims under the contract; or
- Appoint an officer or employee who has such powers.

3. Prohibited Conduct

No officer or employee shall:

- Use their position to secure unwarranted privileges or exemptions for themselves or others;
- Accept or solicit gifts having more than nominal value where such gift might appear to influence the performance of official duties;
- Disclose confidential information acquired in the course of their official duties or use such information to further personal interests;
- Take part in any decision-making process where they or a relative has a personal or financial interest.

4. Disclosure Requirements

- Any municipal officer or employee with an actual or potential interest in any matter pending before the town must disclose the nature and extent of the interest in writing to the Town Board, which shall be included in the official record. * Annual disclosure statements must be filed if required by state law or regulation.

5. Recusal

An officer or employee with a conflict of interest shall:

- Recuse themselves from any discussion or vote on the matter; * Ensure the recusal is noted in the official minutes.

6. Exceptions

The following interests shall not be deemed conflicts under General Municipal Law:

- Contracts awarded through public competitive bidding;
- Contracts for utility services regulated by the Public Service Commission; * Contracts involving less than \$750 in value in a fiscal year.

7. Enforcement and Oversight

- The Town of Lincoln does not currently have a local Board of Ethics.
- Questions or concerns related to this policy may be brought to the Town Supervisor or Town Attorney.
- Violations may result in disciplinary action, referral to the County Board of Ethics (if applicable), or the New York State Commission on Ethics and Lobbying in Government.

8. Acknowledgment Form

Town of Lincoln, NY

Conflict of Interest Policy Acknowledgment

I, _____, acknowledge that I have received, read, and understand the Town of Lincoln Conflict of Interest Policy. I understand my responsibility to comply with this policy and to disclose any potential conflicts of interest to the Town Supervisor or Town Board in a timely manner.

I understand that failure to comply with this policy may result in disciplinary action or other consequences under applicable law.

Position/Title _____

Signature _____

Date: _____

Please return this signed form to the Town Clerk for filing.

Town of Lincoln, NY

Freedom of Information Law (FOIL) Request Form

Town of Lincoln

6886 Tuttle Road

Canastota, NY 13032

Phone: (315) 697-8837

Email: lincolnnycclerk@gmail.com

Date of Request: _____

Requestor Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Description of Records Requested:

Preferred Format:

☐ Paper copies ☐ Electronic copies (if available) ☐ Inspection only

Delivery Method:

☐ Pick up in person ☐ Mail ☐ Email

Certification:

I understand that the Town of Lincoln may charge fees for copies of records in accordance with

Public Officers Law S87(1)(b)(iii), and I agree to pay any applicable fees.

Signature: _____

Date: _____

Office Use Only:

Date Received: _____

Response Due By: _____

Completed By: _____

Notes: _____

Postable Summary for the Town Website

Town of Lincoln — Board & Committee Procedures Summary

Purpose:

To ensure consistency, transparency, and lawful operation of the Town Board and its committees.

Who it Applies To:

- Town Board members
- Planning Board, Zoning Board, and advisory committees
- Appointed committee members

Key Procedures:

- Meetings: Must comply with NYS Open Meetings Law; notice posted 72 hours in advance.
- Quorum: Majority of members required for voting.
- Agendas & Minutes: Prepared by Supervisor (for Town Board) or committee chair (for committees); minutes posted within 2 weeks.
- Remote Attendance: Allowed if authorized by the Town and with public access.
- Appointments: Made by Town Board; must be town residents unless otherwise approved.
- Training: 4 hours/year required for Planning and Zoning Boards.
- Ethics: All members must follow the Town's Code of Ethics and NYS conflict of interest laws.
- Attendance: Missing 3 consecutive meetings without cause may result in removal.

Review and Amendments:

This policy is reviewed annually and may be updated by Town Board resolution.

Adopted: [Insert Date]

Supervisor: [Insert Name] Town

Clerk: [Insert Name]

TOWN OF LINCOLN MAY 2025 CODES ENFORCEMENT OFFICER REPORT

5/1/25- In office

5/1/25- Building Permit #27-24; Marlene Gardner 6289 Old County Road Canastota. Inspected back deck framing; ok to deck.

5/2/25- In office

5/2/25- Building Permit #04-25; Constance Hennington 5929 Nelson Road Canastota. Inspected footer before pour; ok.

5/3/25- In office

5/5/25- In office

5/5/25- Building Permit #34-24; Andrew Froass 6260 Creek Road Oneida. Septic inspection; ok to cover 1st line and tank. Ok to cover all lines.

5/5/25- In office

5/7/25- In office

5/7/25- Building Permit #04-25; Constance Hennington 5929 Nelson Road Canastota. Inspected basement wall forms before pour; 90% complete.

5/7/25- Building Permit #03-25; Jared Massett 6772 Harp Road Canastota. Inspected basement walls before backfill.

5/8/25- In office; mailed out Building Permit renewal letter to:
Barbara Cornett 1616 Brewer Road Oneida for Building Permit #06-24

5/9/25- In office; mailed out final inspection letters for completed projects to:
Guy Jason 6352 Creek Road Oneida for Building Permit #26-22
Courtney Livecchi 4401 Eddy Road Canastota for Building Permit #13-23
Christyne Chmil 6821 Harp Road Canastota for Building Permit #19-24

5/9/25-In office; called Christopher Field. He will call me when he gets back in town to schedule a final inspection for Building Permit #22-24.

5/9/25- Building Permit #04-25; Constance Hennington 5929 Nelson Road Canastota. Inspected basement wall forms before pour; ok.

5/9/25- Building Permit #19-24; Christyne Chmil 6821 Harp Road Canastota. Final inspection; ok to issue Certificate of Compliance.

5/10/25- In office

5/12/25- In office

5/12/25- Building Permit #15-23; Richard Brennen 6980 Forbes Road Canastota. Final inspection for a 16'x20' shed; ok to issue Certificate of Compliance.

5/14/25- In office]

5/14/25- Building Permit #27-24; Marlene Gardner 6289 Old County Road Canastota. Inspected deck framing.

5/20/25- Building Permit #27-24; Marlene Gardner 6289 Old County Road Canastota. Inspection for final electrical and plumbing; needs a GFCI plug in laundry room. GFCI in main bath not working.

5/20/25- Building Permit #36-24; Brian Buyea 4465 Whitman Road Canastota. Inspected rough electrical; ok. Inspected air sealing insulation; not complete.

5/20/25- Building Permit #46-23; Carl Markle Jr. Timmerman Road Canastota. Framing inspection for 32'x14 & 12'x14' pole barn.

5/20/25- Building Permit #26-22; Guy Jason 6352 Creek Road Oneida. Final inspection; ok to issue Certificate of Compliance.

5/20/25- In office

5/24/25- Building Permit #36-24; Brian Buyea 4465 Whitman Road Canastota. Re-inspected air sealing and rough electrical.

5/26/25- In office

5/28/25- In office

5/28/25- Building Permit #36-24; Brian Buyea 4465 Whitman Road Canastota. Insulation inspection; ok to sheetrock.

5/30/25- In office

5/30/25- Building Permit #07-24; Zach Wooton 5040 Burleson Road Oneida. Garage framing inspection.

5/30/25- Building Permit #04-25; Constance Hennington 5929 Nelson Road Canastota. Inspected basement walls before backfill.



NEWYORK Department Of

KATHY HOCHUL

Governor

OPPORTUNITYTransportation

MARIE THERESE DOMINGUEZ
Commissioner

May 15, 2025

ANTHONY DOMENICONE HIGHWAY SUPERINTENDENT TOWN OF LINCOLN 6868 TUTTLE RD CANASTOTA NY 13032

Dear Mr. DOMENICONE: The 2025-26 State Budget provides funding to support the repair, rehabilitation, and modernization of local roads and bridges. The Budget includes \$648.1 million in Consolidated Local Street and Highway Improvement Program (CHIPS) funding, \$150 million in PAVE-NY funding, and \$100 million in Extreme Winter Recovery (EWR) funding, \$140 million in State Touring Route (STR) funding and \$100 million in Pave Our Potholes (POP). Also included are reappropriations of rollover funds remaining from previous State fiscal year CHIPS, PAVE-NY, EWR, STR and POP appropriations. Please provide a copy of this letter to the chief financial officer for your municipality.

The next quarterly SFY 2025-26 CHIPS, PAVE-NY, EWR and POP reimbursements are scheduled to be made on July 03, 2025. Requests for the July payments must be for expenditures made on or after January 3, 2024 through May 29, 2025. Refer to the Program Guidelines on the CHIPS website (www.dot.ny.gov/pcegrams/chips) regarding eligible project activities and program requirements. The Town of Lincoln has the following funding amounts available for the July payments.

Program	Cumulative Rollover Balance	25-26 Apportionment Balance	Total Balance
CHIPS	\$16,961.01	\$120,680.45	\$137,641.46
PAVE NY	\$0.00	\$25,603.69	\$25,603.69
EWR	\$0.00	\$21,857.68	\$21,857.68
pop	\$0.00	\$17,069.12	\$17,069.12

The instructions for applying for the July 03, 2025 reimbursements are located on the back of this letter and on the CHIPS website. The New York State Department of Transportation (NYSDOT) Regional Office must receive all program payment submission items no later than June 06, 2025. Please sign the certification on each page of the reimbursement request forms and keep a copy of the completed forms for your files. Your NYSDOT municipal code for entry on the forms is 240470.

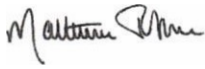
Municipalities may mail or e-mail their Documentation Checklists, reimbursement request forms, and supporting documentation to their NYSDOT Region. Guidance for e-mail submissions may be obtained on the CHIPS website. Contact information:

Nicole Harris
NYSDOT Regional CHIPS Representative
New York State Department of Transportation
207 Genessee Street Utica, NY 13501
dot.sm.r02.CHIPS@dot.ny.gov

\$202,171.95

If you have any questions, please contact Nicole Harris at 3157932347.

Respectfully yours,



Matthew T. Haas
Director, Office of Integrated Modal Services

•&ase note: The balance now read, from left to right: Cumulaãve Rollover Balance, Current SFY Apportionmmmt Balance, and Total Balance.

INSTRUCTIONS FOR APPLYING FOR REIMBURSEMENT

50 Wolf Road, Albany, NY 12232 | www.dot.ny.gov

Each program payment submission should include a Documentation Checklist (found on the CHIPS website, under Forms and Instructions), summary reports of Checklist information, ADA compliant curb ramp photos (if applicable), invoices, and proof of payment. Failure to submit the required supporting documentation for each program payment submission may delay the processing of your reimbursement requests.

APPLYING FOR CHIPS/PAVE-NY/EWR/POP CAPITAL PAYMENT FUNDS

REMAINING FROM PREVIOUS STATE FISCAL YEARS (ROLLOVER FUNDS) AND/OR CURRENT STATE FISCAL YEAR CAPITAL FUNDS

WHAT ARE ROLLOVER FUNDS? "Rollover funds are a municipality's unreimbursed CHIPS/PAVE-NY/EWR/POP Capital funds from one or more previous State Fiscal Year (SFY) apportionments.

HOW DO YOU KNOW IF you HAVE ROLLOVER FUNDS AVAILABLE? For municipalities with rollover funds remaining, the total cumulative rollover amount available is stated in the letter on the reverse of these instructions.

RULES FOR REIMBURSEMENT OF ROLLOVER FUNDS:

- A. There is an 18-month look back cut-off date for this payment. This means that expenditures incurred prior to the date indicated in the letter would not be eligible for reimbursement, even if a municipality has rollover balances from an earlier CHIPS/PAVE-NY/EWR/POP apportionment.
- B. Eligible expenditures made for CHIPS/PAVE-NY/EWR/POP Capital projects between the dates noted in the letter will be eligible for reimbursement from the CHIPS/PAVE-NY/EWR/POP Capital rollover fund balances before any payment can be made from the current CHIPS/PAVE-NY/EWR/POP Capital apportionment.

SHOWING THE USE OF ROLLOVER FUNDS AND CURRENT STATE FISCAL YEAR FUNDS ON THE REIMBURSEMENT REQUEST FORMS FOR THE CURRENT CHIPS (CP73) [PAVE-NY (CP75) IEWR (CP74) IPOPOP (CP75) CAPITAL PAYMENT

Requestors can enter expenditure dates that cross state fiscal years on the CHIPS/PAVE-NY/EWR/POP form(s).

1. The beginning expenditure date entered for this payment should be the 18-month look back cut-off date referenced in the letter; expenditures incurred prior to this date would not be eligible for reimbursement.
2. The ending expenditure date entered for this payment should be the ending expenditure date referenced in the letter.

NOTE: THE CERTIFICATION SIGNATURE DATE ENTERED ON THE CP73/CP74/CP75(s) MUST FALL WITHIN OR AFTER THE EXPENDITURE DATES WHICH WERE ENTERED ON SUCH FORMS BUT SHOULD NOT OCCUR AFTER THE SCHEDULED PAYMENT DATE FOR THIS PAYMENT CYCLE.

Agreement for the Expenditure of Highway Moneys

AGREEMENT between the Town Superintendent of the Town of Lincoln
Madison County, New York. and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of _____ shall be set aside to be expended for primary work and general repairs upon _____ 73 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

Forbes

(a) On the road commencing at Secber Rd and leading to Lenox Town line distance of .98 miles, there shall be expended not over the sum of \$ 90,000.00.

Type

Width of traveled surface

Thickness

Subbase

6 Cold mix Asphalt

20 ft

2.5 inches

Existing Milled Blacktop

(b) On the road commencing at Nelson Rd and leading to Quarry Rd a distance of .93 miles, there shall be expended not over the sum of \$ 90,000.00.

Type

Width of traveled surface

Thickness

Subbase

3 Modified Hot Mix Asphalt

21 ft

2 inches

Existing Blacktop

Executed in duplicate this _____

day of _____, 20____

Supervisor

Councilman

Councilman

Councilman

Councilman

Councilman

County Superintendent of Highways

Town Superintendent of Highways

Note: This agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. Both copies must be approved by the County Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.