REGULAR MEETING
WOLCOTT TOWN BOARD – AUGUST 19, 2025

A regular meeting of the Wolcott Town Board was held Tuesday, August 19, 2025, at 6:00 PM at the Town Hall with the following people present:

PRESENT - Supervisor - Lynn Chatfield
Councilmember – Adam Ellis
Councilmember – Cindee Meiden
ABSENT - Councilmember – Daniel Youngman
Councilmember – Julie Aldrich

OTHERS PRESENT - Jessica Freer, Town Clerk; Amber Roberts, Assessor/Supervisor's Clerk; Zach Decker, Highway Superintendent; Kelsey Roberts, Assessor's Clerk; Chris Bauer, Deputy Highway Superintendent.

Copies presented to the Town Board:
1. Minutes of July 15, 2025
2. General Fund Claims
3. Highway Fund Claims
4. Blind Sodus Bay Water District Fund Claims

The Supervisor's, Town Clerk's, Justices, and Code Enforcement Officer's reports were presented to the Town Board.

Supervisor Chatfield called the meeting to order at 6:00 PM.

Pledge of Allegiance –

GENERAL BUSINESS –

PRIVLEGE OF THE FLOOR WAS OFFERED.

GENERAL CORRESPONDENCE –

1. Email from a resident about Code Enforcement Officer.

A motion was made by Adam, seconded by Cindee, to accept the minutes of July 15, 2025, departmental reports and correspondence.
VOTE – AYES__3__NAYS__0__.

ABSTRACT OF CLAIMS –

GENERAL ACCOUNT - Claims #249 thru #273 - total - $50,592.62
HIGHWAY ACCOUNT - DA Town wide & DB Outside - total - $169,752.80
BLIND SODUS BAY WD ACCOUNT – Claims #1 thru #7 – total - $716,213.27

A resolution was presented by Adam, moved by, seconded by Cindee "Be it RESOLVED to pay General, Highway and Blind Sodus Bay WD Abstracts."

VOTE - AYES__3__ NAYS__0__.

ASSESSOR/SUPERVISOR'S CLERK – Amber Roberts

1. Final Assessment roll was completed; Kelsey is getting ready to take over as Assessor in October.
2. 2025 and 2026 Fair Haven Fire and Ambulance Contracts there has been an issue with the contracts and getting budget numbers for years; Lynn said he will go to a village meeting.
3. Amber is working on the 2026 Budget; she suggests a Budget workshop for the week of the Board meeting in September.
4. The Board will need to have two public hearings in September for Highway transfers for garage doors and a truck chassis.
5. There was a Resolution back in 2016 for new hires and newly elected officials regarding starting salaries, the numbers haven't
6. Brian Pincelli at Wayne County IDA sent an email around asking Towns that haven't already adopt a local law to opt out of the exemption of taxation for certain energy systems under real property tax law §487; his recommendation comes from a timeline requesting PILOT agreements and the chance of missing that timeline. Amber is reading further into the law and Jessica will contact the Town Attorney about drafting the Local Law.

7. RESOLUTION #33-25 TO AUTHORIZE BUDGET TRANSFERS –

The following resolution was presented by Adam Ellis**,** moved by Cindee Meiden, seconded by Lynn Chatfield,

WHEREAS, the New York State Comptroller's Office made a recommendation during their audit process with the Town stating to do transfers for budget line items as they happen if they are over budget during the year; and

WHEREAS, there were expenditures that went over budget for Research;

NOW, THEREFORE, BE IT RESOLVED, to allow the Supervisor's Clerk to make the following transfers to the line items in the 2025 Budget:

From Contingent – A1990.4 to Research (Salt Barn) – A8030.4 in the amount of $1,260.00

VOTE - AYES__3__ NAYS__0__.

HIGHWAY – Zach Decker

1. A salt barn is still needed.
2. Summer work and mowing roadsides
3. Fall Cleanup Day is September 27th, 7am – 12pm.
4. The Highway is currently renting a roller; Zach would like to purchase it. The roller would be no more than $21,000.00 and he has that money in his budget.
   A motion was made by Adam Ellis seconded by Cindee Meiden to approve the purchase of the roller at the request of the Highway Superintendent for no more than $21,000.00

VOTE – AYES__3__NAYS__0__.

CODE ENFORCEMENT OFFICER – Ray Hauss

1. RESOLUTION #34-25 AUTHORIZING THE SUPERVISOR TO SIGN NEGATIVE DECLARATION FOR A SHORT ENVIRONMENTAL QUALITY REVIEW (SEQR) FORM FOR RALPH & SUSAN ACHILLE –

The following resolution was presented by Adam Ellis, moved by Cindee Meiden, seconded by Lynn Chatfield,

WHEREAS, Ralph and Susan would like to build a 28 x 32 ft addition on the south side of his cottage and a 4ft by 30 ft addition onto their cottage at 13827 Metzger Road; and

WHEREAS; and Town of Wolcott Local Law #1-2000 502-C, states special permits are required because the dwelling is on less than one acre of land in waterfront area; and

WHEREAS, the Code Enforcement Officer has reviewed said project and feels a negative declaration is in order; and

WHEREAS, the Town Board, upon review, concurs with the Code Enforcement Officer and sees no negative impact environmentally.

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Supervisor to sign a negative declaration for said project.

VOTE - AYES__3__ NAYS__0__.

2. Special Permit Request – Ralph & Susan Achille
   13827 Metzger Road
   Red Creek, NY 13143
   78121-13-125423

Code Enforcement Officer, Ray Hauss, presented Special Permit Request for Ralph and Susan Achille, which was brought before the Town Board August 19, 2025, at which time a negative impact was declared on the environment and signed by the Supervisor.

Request regarding Town of Wolcott Special Permit Request, Ralph would like to add a 28 x 32 ft addition on the south side of his cottage.

Ray gave the information to our Board of Appeals. The Board of Appeals approved the permit for Garlan on August 11, 2025.

RESOLUTION #35-25 RALPH AND SUSAN ACHILLE SPECIAL PERMIT–

The following resolution was presented by Adam Ellis, moved by Cindee Meiden, seconded by Lynn Chatfield,

BE IT RESOLVED, that the Wolcott Town Board approves the request of Ralph and Susan Achille on the recommendation of the local Board of Appeals to the Town Board.

VOTE - AYES __3__ NAYS __0__.

3. RESOLUTION #36-25 AUTHORIZING THE SUPERVISOR TO SIGN NEGATIVE DECLARATION FOR A SHORT ENVIRONMENTAL QUALITY REVIEW (SEQR) FORM FOR RICHARD VANDEMAR –

The following resolution was presented by Adam Ellis, moved by Cindee Meiden, seconded by Lynn Chatfield,

WHEREAS, Richard would like to expand an existing deck to 32 ft on the east side of his dwelling and add a 4 x 30 ft deck on the north side of his dwelling on 7668 Cardinal Road; and

WHEREAS; and Town of Wolcott Local Law #1-2000 502-C, states special permits are required because the dwelling is on less than one acre of land in waterfront area; and

WHEREAS, the Code Enforcement Officer has reviewed said project and feels a negative declaration is in order; and

WHEREAS, the Town Board, upon review, concurs with the Code Enforcement Officer and sees no negative impact environmentally.

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Supervisor to sign a negative declaration for said project.

VOTE - AYES__3__ NAYS__0__.

4. Special Permit Request – Richard VanDemar
7668 Cardinal Road
Wolcott, NY 14590
75119-15-720384

Code Enforcement Officer, Ray Hauss, presented Special Permit Request for Richard VanDemar, which was brought before the Town Board August 19, 2025, at which time a negative impact was declared on the environment and signed by the Supervisor.

Request regarding Town of Wolcott Special Permit Request, Richard would like to expand an existing deck to 32 ft on the east side of his dwelling and add a 4 x 30 ft deck on the north side of his dwelling.

Ray gave the information to our Board of Appeals. The Board of Appeals approved the permit for Garlan on August 11, 2025.

RESOLUTION #37-25 RICHARD VANDEMAR SPECIAL PERMIT–

The following resolution was presented by Adam Ellis, moved by Cindee Meiden, seconded by Lynn Chatfield,

BE IT RESOLVED, that the Wolcott Town Board approves the request of Richard VanDemar on the recommendation of the local Board of Appeals to the Town Board.

VOTE - AYES __3__ NAYS __0__.

5. Amish Schoolhouse on Kakat Road – 13384 started building a schoolhouse without a permit; ray talked to NYS about provisions and regulations; there are none. Lynn reached out to our Assemblyman about the regulations, talk to Town Attorney for liability.

6. Port Bay & Blind Sodus Bay dye test status update – letters were sent out to residents about dye testing; 33 residents have done the testing and passed. 23 do not need testing, 1 failed. #42 residents need to test still; 2nd letter to go out to the #42 with a deadline after that appearance tickets can be submitted to the Court. Ray reached out to failed tester about a resolution. Still ongoing.

TOWN CLERK - Jessica Freer

1. Town Hall closed September 1st.
2. Hunting licenses.
3. Job advertisement.

SUPERVISOR - Lynn Chatfield

OLD BUSINESS –

1. Blind Sodus Bay Water District – Under construction and on schedule; letters were sent to residents about hooking up to the system.

NEW BUSINESS –

1. Salt Barn –

SEQR RESOLUTION #38-25 - DECLARING LEAD AGENCY AND DETERMINATION OF SIGNIFICANCE/ NEGATIVE DECLARATION

At a meeting of the Wolcott Town Board held on August 19, 2025, Adam Ellis moved the adoption of the following Resolution, which was seconded by Cindee Meiden, and carried unanimously.

WHEREAS,

1) In accordance with the New York State Environmental Quality Review regulations (SEQR), the Town Board of the Town of Wolcott announced its intent to serve as Lead Agency on June 17, 2025, to conduct an environmental review of the Town's proposed Road Hazard Mitigation Facility.
2) The Town Board has declared that the proposed action is a Type I action for the purposes of SEQR.
3) The Town Board has caused to be prepared an environmental assessment of the significance of, and potential environmental impact of the action described above.
4) On June 24, 2025, the Town Board notified the Involved and Interested Agencies of its intention to act as Lead Agency for this project and circulated Part 1 of the full Environmental Assessment Form (EAF). None of the Involved Agencies objected to the Wolcott Town Board serving as Lead Agency for this project. The Town will obtain all necessary permits and approvals from Involved Agencies and will comply with agency requirements.
5) The Town Board has considered the Environmental Record prepared for this action, including any comments received from the Involved Agencies, and the proposed Negative Declaration.

NOW THEREFORE BE IT RESOLVED,

The Town Board of the Town of Wolcott declares that it will serve as Lead Agency for the proposed Road Hazard Mitigation Facility; and,

The Town Board declares that, based on the Environmental Record which has been prepared, the project will not result in any large and important impacts, and therefore, will not have a significant adverse impact on the environment. A Negative Declaration under SEQR is therefore issued for this project, and the Town Supervisor is hereby authorized and directed to prepare and issue, on behalf of the Town, the Negative Declaration in the Part 3 of the Environmental Assessment Form.

The question of the adoption of the foregoing SEQR Resolution was duly put to a vote on roll call, which resulted as follows:

Lynn Chatfield	**Aye**
Adam Ellis	**Aye**
Daniel Youngman	**Absent**
Julie Aldrich	**Absent**
Cindee Meiden	**Aye**

1. The Resolution was thereupon declared duly adopted.

2. REDI Project update – Lynn gave an update on Cresent Beach and Port Bay, DEC need additional information before permitting will be issued and funding is needed for studies on the projects.

EXECUTIVE SESSION -

A motion was made by Adam Ellis, seconded by Cindee Meiden to move into executive session at 6:42 pm to discuss the acquisition, lease, or sale of real property or securities when publicity would substantially affect the value and the position of Town Clerk. Amber, Zach, Jessica and Chris were asked to stay.

VOTE – AYES __3__ NAYS __0__.

CLOSE EXCEUTIVE SESSION -

A motion was made by Adam Ellis, seconded by Cindee Meiden to close executive session at 7:09 PM. VOTE – AYES__3__NAYS __0__.

Budget workshop meeting – The workshop will be September 15th, at 6:30 pm; after the regularly scheduled Board meeting.

The next regular meeting of the Wolcott Town Board will be held September 16, 2025, at 6:00 PM at the Town Hall.

A motion was made by Adam Ellis, seconded by Cindee Meiden to adjourn the meeting at 7:14 PM.

Respectfully submitted,

Jessica Freer
Town Clerk