TOWN OF WOLCOTT
REGULAR MEETING MINUTES
August 18, 2026

A regular meeting of the Wolcott Town Board was held Tuesday, August 18, 2026, at 6:00 PM at the Town Hall.

PRESENT:

Supervisor - Lynn Chatfield
Councilman - Adam Ellis
Councilman - Daniel Youngman
Councilwoman - Julie Aldrich
Councilwoman - Cindee Mieden

OTHERS PRESENT:

Jesse Chatfield, Town Clerk; Ray Hauss, Code Enforcement Officer; Kelsey Roberts, Assessor; Amber Roberts, Supervisor's Assistant; Zachary Decker, Highway Superintendent; Megan Fralick, Wayne County Treasurer's Office.

CALL TO ORDER

Supervisor Chatfield called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited.

WAYNE COUNTY TREASURER'S OFFICE - SALES TAX DISTRIBUTION

Megan Fralick of the Wayne County Treasurer's Office addressed the Board regarding an error involving the Town's sales tax distributions.

Ms. Fralick explained that the Town had previously elected to have a portion of its sales tax distribution applied as a credit toward property taxes. During 2023, 2024 and 2025, a County accounting/spreadsheet error resulted in the applicable credit not being withheld from the Town's sales tax distributions, resulting in an overpayment to the Town.

Ms. Fralick advised that prior years had been reviewed and were handled correctly and that the County had corrected the procedure moving forward. Repayment options were discussed, including quarterly payments or a lump-sum payment. The Board expressed its preference to repay the amount in one lump sum. The Town has until December 31, 2027 to make repayment, with no interest or penalties.

RESOLUTION NO. 021-26

SALES TAX COLLECTED BY WAYNE COUNTY - ELECTING DIRECT PAYMENT PURSUANT TO TAX LAW SECTION 1262

WHEREAS, the County of Wayne imposes and collects sales tax pursuant to Article 29 of the Tax Law of the State of New York; and

WHEREAS, the amount of said sales tax collected and allotted to the Town of Wolcott is currently applied to reduce county taxes levied upon real property in the Town of Wolcott; and

WHEREAS, Section 1262 of the Tax Law permits a qualifying town to provide by resolution that amounts otherwise applied to reduce county taxes levied upon real property shall instead be paid directly to the town for any lawful town purpose; and

WHEREAS, the Town of Wolcott qualifies under Section 1262 and elects to receive such amounts directly;

NOW, THEREFORE, BE IT RESOLVED, that all amounts which would otherwise be applied by Wayne County to reduce county taxes and general town taxes levied upon real property in the Town of Wolcott shall be paid directly to the Town of Wolcott for any town purpose authorized by Section 1262 of the Tax Law; and

BE IT FURTHER RESOLVED, that this election shall remain effective for calendar years subsequent to its enactment; and

BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to transmit a certified copy of this resolution to the chief fiscal officer of Wayne County as required.

VOTE: AYES - 4; NAYS - 0. MOTION CARRIED.

RESOLUTION NO. 024-26

AUTHORIZING REPAYMENT OF EXCESS SALES TAX DISTRIBUTION TO WAYNE COUNTY

WHEREAS, Wayne County has determined that during 2023, 2024 and 2025, the Town of Wolcott received its full sales tax distribution rather than having the applicable portion retained by Wayne County as intended; and

WHEREAS, Wayne County advised the Town that the overpayment resulted from a County accounting error and occurred through no fault of the Town of Wolcott; and

WHEREAS, the total excess sales tax distribution attributable to the Town of Wolcott is $75,559.72; and

WHEREAS, Wayne County has provided the Town until December 31, 2027 to repay said amount, with no interest or penalties accruing during the repayment period; and

WHEREAS, the Town Board desires to repay the amount in one lump-sum payment;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board acknowledges its obligation to repay Wayne County the sum of $75,559.72; and

BE IT FURTHER RESOLVED, that the Town shall repay the entire amount in one lump-sum payment no later than December 31, 2027; and

BE IT FURTHER RESOLVED, that no interest or penalties shall accrue through December 31, 2027; and

BE IT FURTHER RESOLVED, that the Town Supervisor and other appropriate Town officials are authorized to take all actions necessary to effectuate the payment and properly account for the transaction.

Resolution presented by: Julie Aldrich

Motion made by: Cindee Mieden

Seconded by: Daniel Youngman

VOTE: 4 Ayes - Motion Carried.

APPROVAL OF MINUTES AND DEPARTMENTAL REPORTS

A motion was made by Adam Ellis, seconded by Daniel Youngman, to approve the minutes of the July 21, 2026 regular meeting and departmental reports.

VOTE: AYES - 4; NAYS - 0. MOTION CARRIED.

ABSTRACT OF CLAIMS

GENERAL ACCOUNT - Claims #001 through #031 - $10,106.64

HIGHWAY ACCOUNT - DA Townwide & DB Outside - $372,755.60

BLIND SODUS BAY WATER DISTRICT - Claims #001 through #003 - $7,503.09

SALT BARN (A8030.4) - $985.53

A resolution was presented by Adam Ellis, moved by Cindee Mieden, and seconded by Daniel Youngman, to pay the General, Highway, Salt Barn and Blind Sodus Bay Water District claims as presented.

VOTE: AYES - 4; NAYS - 0. MOTION CARRIED.

PRIVILEGE OF THE FLOOR

No speakers.

GENERAL CORRESPONDENCE

Correspondence from Town Attorney Matthew St. Martin regarding proposed Local Law No. 001-26 - Flood Damage Prevention and the required SEQR process was reviewed.

RESOLUTION NO. 023-26

DECLARING INTENT TO BE LEAD AGENCY - LOCAL LAW NO. 001 OF 2026

WHEREAS, the Town Board is considering Local Law No. 001 of 2026, entitled "Flood Damage Prevention"; and

WHEREAS, the Town Board determines that said action is classified as a Type I Action pursuant to Part 617 of the State Environmental Quality Review regulations; and

WHEREAS, said action is subject to review by other involved and interested agencies; and

WHEREAS, the Town Board determines that it is the most appropriate agency to coordinate the environmental review;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby declares its intent to be designated Lead Agency for the action; and

BE IT FURTHER RESOLVED, that the Town Clerk shall provide notice to involved and interested agencies seeking their agreement or objection in writing on or before 12:00 PM on September 18, 2026.

Moved by: Adam Ellis

Seconded by: Daniel Youngman

VOTE: AYES - 4; NAYS - 0. MOTION CARRIED.

The Supervisor was authorized to execute the appropriate Environmental Assessment Form documents.

ASSESSOR - KELSEY ROBERTS

Assessor Kelsey Roberts updated the Board regarding the Meadow Creek Mobile Home Park assessment litigation.

The Board discussed legal representation and the potential sharing of litigation costs among the Town, County and school district. At the time of the meeting, agreement had not been reached among all taxing jurisdictions, which could result in the Town bearing the legal costs.

The proposed attorney's rate was reported as $425 per hour, with paralegal services at $250 per hour. The first court date was expected in September.

A motion was made by Daniel Youngman, seconded by Cindee Mieden, authorizing the Assessor to retain the attorney for representation in the matter.

VOTE: AYES - 4; NAYS - 0. MOTION CARRIED.

SUPERVISOR'S ASSISTANT - AMBER ROBERTS

Amber Roberts advised that preparation of the 2027 Town Budget was underway and requested that all departments submit any requests outside their normal budget needs.

The Board also reviewed proposed changes to the Town's insurance deductibles. The Town's insurance premium was expected to increase approximately $3,000. Increasing certain deductibles would reduce the premium by approximately $1,100.

The Board approved increasing the applicable insurance deductibles and authorized the necessary changes.

VOTE: AYES - 4; NAYS - 0. MOTION CARRIED.

TOWN CLERK - JESSE CHATFIELD

Town Clerk Jesse Chatfield reported 22 dog licenses, 11 building permits and 2 marriage licenses were processed, with total receipts reported at $1,044.00.

The Clerk requested consideration in the upcoming budget for a replacement laptop, estimated at approximately $500-$900, and an additional Williamson Law software license, currently approximately $895 annually, to allow a deputy clerk to work simultaneously at another workstation.

The Clerk also reported working on 2027 budget lines and noted anticipated increases in postage and software/cloud-service expenses.

HIGHWAY SUPERINTENDENT - ZACHARY DECKER

Highway Superintendent Zachary Decker provided an update on the Salt Barn project and advised that DEC indicated additional information was expected within the following weeks.

The Board discussed Highway Department employee compensation and the importance of maintaining competitive wages to recruit and retain qualified employees. The Highway Superintendent discussed proposed wage increases for current employees and noted the negotiated 3% increase anticipated for 2027.

The Board also discussed potential Wayne County CDL training opportunities and an upcoming Highway Department union meeting.

The Highway Superintendent reported that his proposed budget had been submitted and discussed anticipated increases related to snow and ice operations.

The Town's Fall Cleanup Day was announced for Saturday, September 26, 2026, from 7:00 AM until 12:00 PM at the Town of Wolcott Highway Barn.

CODE ENFORCEMENT OFFICER - RAY HAUSS

Code Enforcement Officer Ray Hauss updated the Board regarding the ongoing property cleanup matter on East Port Bay Road.

The property owner had previously been directed to complete the cleanup by August 3, 2026, but the work had not been completed. Mr. Hauss reported communicating with the Town Justice regarding bringing the property owner back before the Court and potentially assessing fines.

The Board discussed whether the Town could proceed with cleanup of the property and re-levy the associated costs against the property.

The Board approved proceeding with the cleanup in accordance with the Town Code, subject to legal approval and confirmation that applicable County re-levy requirements are satisfied.

The Code Enforcement Officer also reported 15 Certificates of Occupancy and 40 site inspections for the reporting period. Year-to-date totals were 49 building permits and 46 Certificates of Occupancy.

OLD BUSINESS

Weed Harvesting Contract

The Town had not yet received the executed weed harvesting contract necessary to process payment.

Concerns were discussed regarding weed harvesting operations, including areas that had not been serviced. Limitations involving access, disposal of harvested material and availability of a suitable boat launch were also discussed.

NEW BUSINESS

The Town's Fall Cleanup Day will be held Saturday, September 26, 2026, from 7:00 AM to 12:00 PM at the Town of Wolcott Highway Barn.

NEXT REGULAR MEETING

The next regular meeting of the Wolcott Town Board will be held Tuesday, September 15, 2026, at 6:00 PM at the Town Hall.

ADJOURNMENT

A motion was made by Adam Ellis, seconded by Julie Aldrich, to adjourn the meeting.

The meeting was adjourned at 6:52 PM.

Respectfully submitted,

Jesse Chatfield

Town Clerk