

CALL TO ORDER

On October 1, 2026, the Town of LeRay Planning Board held their regular monthly meeting in the Conference Room of the Town of LeRay Municipal Building. The meeting was called to order at 6:31 PM by Chairperson Biondolillo who led the room in the Pledge of Allegiance.

ROLL CALL

Member Collette: ☒ Present ☐ Absent
Member Meeks: ☒ Present ☐ Absent
Member Moran: ☒ Present ☐ Absent
Member Jefferds: ☒ Present ☐ Absent
Member Russell: ☒ Present ☐ Absent
Chairperson Biondolillo: ☒ Present ☐ Absent

Additionally, Lee Shimel (Zoning Enforcement Officer), Leland Carpenter (Town Supervisor), Morgan Melançon (Secretary to Planning & Zoning), David Mushtare, Samuel Glick, and Mike Johnson were in attendance.

ACCEPTANCE OF MEETING MINUTES

The minutes from the September 3, 2026 regularly scheduled meeting were reviewed by the Board. A motion was made by Member Russell and seconded by Member Moran to accept the minutes as drafted. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed.

PROJECT REVIEW

- 1. Preliminary Review for a Minor 2 Lot Subdivision Application for Samuel Glick. The proposal is to subdivide an existing 3.19-acre lot into 2 parcels, with Lot A-1 being 1.03-acres, and the remaining Lot A-2 being 2.16-acres, located on the corner of Hall Road and Elm Ridge Road, tax parcel #54.00-3-31.323.**

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Samuel Glick, who was in attendance as the project's representative and provided a brief presentation. The goal was to divide the parcel into two buildable lots.

Mr. Shimel stated that he and Highway Superintendent Bruce Shawcross had visited the site and had significant concerns regarding the proposed driveway locations due to the hill and limited sight distance.

The Board discussed whether the proposed house and driveway locations could be adjusted to provide access from Hall Road. It was noted that the property had sufficient frontage along Hall Road and that, because of the general shape of the proposed lots, the house locations could potentially be shifted. Mr. Glick explained that the current layout had been designed with privacy in mind, as it would reduce visibility of the rear yards from passing traffic.

The Board agreed that access from Hall Road would be preferred from a traffic safety standpoint and Mr. Glick agreed that it was something he would consider. Chairperson Biondolillo said that the Public Hearing could still be scheduled while the proposed driveway locations continued to be addressed before the next meeting.

The Board determined that the Preliminary Plat met all the requirements for review. A motion was made by Member Collette and seconded by Member Jefferds to designate the Planning Board as Lead Agency to conduct the environmental review for the Unlisted Action under SEQR. The vote went as follows:

Member Collette:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Meeks:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Moran:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Jefferds:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Russell:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Chairperson Biondolillo:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent

The motion passed. The Board reviewed Part 2 of the Short Environmental Assessment Form (SEAF) and determined that the proposed action would not result in any significant adverse environmental impacts. Part 3 of the SEAF was completed to support this determination. A motion was made by Member Moran and seconded by Member Meeks to issue a Negative Declaration. The vote went as follows:

Member Collette:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Meeks:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Moran:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Jefferds:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Russell:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Chairperson Biondolillo:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent

The motion passed. A motion was made by Member Collette and seconded by Member Jefferds to deem the Preliminary Plat as complete. The vote went as follows:

Member Collette:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
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Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Russell and seconded by Member Moran to set a Public Hearing for the November 5, 2026 meeting at 6:30 PM. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Chairperson Biondolillo informed Mr. Glick that he would receive a letter in the mail outlining the Public Hearing information.

2. Review of a Lot Line Adjustment Application for Fults Farm, LLC. The proposal is to transfer 0.26 acres from tax parcel #54.00-3-47.3, located at 30203 NYS Route 37, to tax parcel #54.00-3-47.1, located at 30161 NYS Route 37.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Fults Farm, LLC. Mike Johnson was in attendance as the authorized representative and provided a brief presentation, stating that the proposed lot line adjustment would provide additional land to the Fults parcel for future use of the property.

The Board determined that the Preliminary Plat met all the requirements for review. A motion was made by Member Moran and seconded by Member Jefferds to classify the project as a Type II Action under SEQRA. No further environmental review would be required, and no environmental assessment form would be necessary. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Meeks and seconded by Member Collette to deem the Lot Line Adjustment application complete. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
 Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Since there were no changes needed on the Final Plat, a motion was made by Member Meeks and seconded by Member Jefferds to grant approval for the transfer of 0.26 acres from tax parcel #54.00-3-47.3 to tax parcel #54.00-3-47.1. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Chairperson Biondolillo informed Mr. Johnson that he would receive a letter in the mail outlining the Board's decision.

3. Preliminary Review for a Minor 2 Lot Subdivision Application for Fults Farm, LLC. The proposal is to subdivide a 54.65-acre lot into 2 parcels, with Lot 1 being 13.50 acres, and the remaining Lot 2 being 41.15 acres, located at 30161 NYS Route 37, tax parcel #54.00-3-47.1.

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Fults Farm, LLC. Mike Johnson was in attendance as the project's authorized representative and provided a brief presentation.

The Board determined that the Preliminary Plat met all the requirements for review. A motion was made by Member Russell and seconded by Member Collette to designate the Planning Board as Lead Agency to conduct the environmental review for the Unlisted Action under SEQR. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. The Board reviewed Part 2 of the Short Environmental Assessment Form (SEAF) and determined that the proposed action would not result in any significant adverse environmental impacts. Part 3 of the SEAF was completed to support this determination. A motion was made by Member Jefferds and seconded by Member Moran to issue a Negative Declaration. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Moran and seconded by Member Meeks to deem the Preliminary Plat as complete. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Russell and seconded by Member Collette to set a Public Hearing for the November 5, 2026 meeting at 6:30 PM. The vote went as follows:

Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Russell: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Chairperson Biondolillo informed Mr. Johnson that he would receive a letter in the mail outlining the Public Hearing information.

4. Continuation of Public Hearing @ 6:30 PM for a Site Plan Application for the Calcium Fire Department. The proposal is to construct a 13,650 SF Fire Department building and associated site improvements including asphalt perimeter access drive and parking areas, concrete walks, grading, site lighting and landscaping, located at 24882 Stalder Road, tax parcel #74.12-1-19.

The Public Hearing for the application was opened on November 7, 2024 and has remained open to allow for completion of the environmental review process. Chairperson Biondolillo opened the floor for public comments; there were none. In the interim, the Public Hearing would remain open and public comments would continue to be accepted.

5. Discussion for Planned Development District Moratorium.

The Board continued the discussion regarding the Planned Development (PD) District moratorium and the review of the Town's existing PD District regulations.

Under § 158-36, the application procedure for establishing a Planned Development (PD) District was reviewed. Chairperson Biondolillo explained that, as she understood the current procedure, an application to establish a PD District would first be submitted to the Town Board because it involved a zoning map amendment. The Town Board would then refer the application to the Planning Board for review and recommendation, as well as to the Jefferson County Planning Department for review pursuant to General Municipal Law § 239-m.

Chairperson Biondolillo compared the Town’s procedure with the Town of Clay’s regulations, noting that Clay required a more developed proposal before an application was submitted to its Town Board. The intent in LeRay’s code appeared to be for the applicant to begin with the Town Board and, following referral, work through the Planning Board review process before the matter returned to the Town Board for final action on the proposed zoning change.

The Board discussed the current requirement that the Town Board refer a complete application to the Planning Board within seven working days of filing. Chairperson Biondolillo questioned whether that timeframe was sufficient and stated that the procedural timelines throughout the section should be reviewed for practicality and clarity.

Member Collette stated that the application procedure should be reworked to more clearly identify which board or agency is responsible for each step of the review process. Chairperson Biondolillo agreed that the section could benefit from additional clarification and suggested forwarding the provision to Jefferson County Planning for review and input.

The Board also discussed the use of the term “perpetual” within the regulations and clarified that it refers to an obligation or restriction that continues with the property even if ownership changed.

6. Other Board Discussions

The Board briefly discussed battery energy storage systems and whether uses not specifically listed in the zoning code would be permitted. Mr. Shimel noted that, in many zoning codes, uses not specifically listed are treated as not permitted. The Board also discussed the possibility of a broader zoning code review involving members of the Planning Board and Zoning Board of Appeals. Supervisor Carpenter noted that data centers remained an emerging land-use issue requiring continued attention.

ADJOURNMENT

A motion was made by Member Moran and seconded by Member Meeks to adjourn the meeting. The vote went as follows:

Member Collette:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Meeks:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Moran:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Jefferds:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Member Russell:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent
Chairperson Biondolillo:	☒ Yes	☐ No	☐ Abstain	☐ Recuse	☐ Absent

The motion passed and the meeting adjourned at 7:07 PM.

Respectfully submitted,

Morgan R. Melançon

Morgan R. Melançon

Secretary to Planning and Zoning