

CALL TO ORDER

On January 8, 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 6:30 PM by Member Moran, who was designated to preside in the absence of Chairperson Deborah Biondolillo and Clarke Oatman. Member Moran led the room in the Pledge of Allegiance.

ROLL CALL

Member Oatman: Present Absent
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, Morgan Melançon – Secretary to Planning & Zoning, Leland Carpenter – Town Supervisor, Nathan Toutant – Clerk to the Supervisor, and Todd Markevicz were in attendance.

ACCEPTANCE OF MEETING MINUTES

The minutes from the December 4, 2025 regularly scheduled meeting were reviewed by the Board. A motion was made by Member Collette and seconded by Member Meeks to accept the minutes as amended. The vote went as follows:

Member Oatman: Yes No Abstain Recuse Absent
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.

CORRESPONDENCE AND COMMUNICATION

Member Moran asked if there was anyone in attendance who was not on the agenda and wished to address the Board. There was no response. Member Moran asked if there was any correspondence; there was none.

PROJECT REVIEW

1. Preliminary Review of a Site Plan Application for Valvoline Instant Oil Change. The proposal is to construct a new Valvoline automotive maintenance service building, located at 26470 Herrick Drive, tax parcel #64.20-1-38.1.

Member Moran asked the Board to review the Preliminary Site Plan for Valvoline Instant Oil Change. Todd Markevicz, of APD Engineering, was in attendance as the authorized representative and provided a brief presentation.

Mr. Markevicz reviewed revisions made to the Preliminary Site Plan following comments received during the December 5, 2025 pre-submittal meeting. Revisions included the addition of a second egress-only access drive to address potential vehicle stacking and traffic congestion at the shared Taco Bell drive; increasing the ingress/egress lane width from 24 feet to 28 feet to improve maneuverability for larger vehicles; and depicting emergency vehicle circulation, labeled on the plans as a Fire Lane.

Stop Bar: The proposed stop bar configuration was shown at an angle within the drive-isle. Traditionally, stop bars were perpendicular to the roadway; however, the proposed stop bar was angled due to the alignment of the road. Mr. Markevicz explained their preference in maintaining the stop bar's proposed location but would consider making adjustment if the Board requested.

Traffic Considerations: The applicant was asked to provide a general estimate of traffic volumes and peak-hour activity to assist in evaluating potential impacts on Town roadways. Mr. Markevicz stated that the estimated traffic volumes were approximately eight (8) vehicles per hour, with peak stacking generally limited to two (2) vehicles.

Water and Sewer: Mr. Markevicz stated that the anticipated water usage was approximately 300 gallons per day, comparable to residential use, and would have minimal impact on the existing systems. It was noted that a Utility Permit application to NYS DOT would be required due to the water connection being located within the DOT right-of-way. An engineering summary of proposed water and sewer demands was requested.

Oil/Water Separator (OWS): Mr. Markevicz stated that an OWS unit was proposed within the building basement. Additional information regarding the OWS design, capacity, maintenance, and whether it would connect to the Town's sewer system was requested. The Town Sewer Operator would require the ability to inspect the unit and review maintenance records.

Stormwater Maintenance: A State Pollutant Discharge Elimination System (SPDES) permit was not required based on the project footprint and anticipated disturbance. However, the applicant was requested to provide additional drainage details.

Sidewalk Easement: Member Moran requested that provisions be made for a potential future sidewalk easement, in anticipation of Herrick Drive being extended as part of the LeRay Commons development. Mr. Markevicz stated that he would discuss this request with the applicant. Coordination with buffers and site layout was requested.

Driveway Maintenance Agreement: A Driveway Maintenance Agreement for the shared access drive was already on file with the Town Clerk's Office. The maintenance responsibilities, including snow removal, would need to be coordinated.

Administrative Comments: Additional administrative items were reviewed, including the need to revise plan references from "LeRay" to "Evans Mills," and the request that the Town be kept informed of any external permitting efforts, including coordination with NYS DOT.

The Board had no further comments or questions and determined that the Preliminary Site Plan met all the requirements for review. The proposed project was classified as an Unlisted Action under SEQRA. Given the involvement of other agencies with jurisdiction over portions of the project, Planning Department staff circulated Lead Agency Intent letters in advance of the meeting.

A motion was made by Member Jefferds and seconded by Member Collette to confirm the Planning Boards intent to act as Lead Agency to conduct the environmental review for the Unlisted Action, pending completion of the coordination period. The vote went as follows:

Member Oatman:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Meeks:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Moran:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Russell:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Chairperson Biondolillo:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent

The motion passed. A motion was made by Member Meeks and seconded by Member Collette send the project to the Jefferson County Planning Board for review at their January 27, 2026 meeting, pursuant to General Municipal Law §239-m. The vote went as follows:

Member Oatman:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Meeks:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Young:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Russell:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Chairperson Biondolillo:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent

The motion passed. A motion was made by Member Jefferds and seconded by Member Meeks to set a Public Hearing for February 5, 2026 at 6:30 PM for Final Site Plan review. The vote went as follows:

Member Oatman:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent
Member Collette:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Meeks:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Moran:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Jefferds:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Member Russell:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input type="checkbox"/> Absent
Chairperson Biondolillo:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Recuse	<input checked="" type="checkbox"/> Absent

The motion passed. Mr. Markevicz was informed that he would receive a letter in the mail outlining the Public Hearing information.

2. Continuation of Public Hearing @ 6:30 PM for a Site Plan Application for 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 remained open from the November 7, 2024 Planning Board meeting to allow for the completion of the environmental review. No members of the public were present to offer comments. The Board would keep the Public Hearing open to be continued at the next regularly scheduled meeting on February 5, 2026 at 6:30 PM. No action was taken on the project, and written comments would still be accepted by the Planning Office in the interim.

3. Site Plan Extension Request for JORANCO, LLC (Pick N Go Property Waste Management). The request is for an extension of Conditional Site Plan approval to allow additional time to obtain required written correspondence from DEC confirming registration of the existing petroleum tanks on the property, located at 26437 Keyser Road, tax parcel #54.00-3-5.3.

On December 5, 2024, the Planning Board granted approval of the project with the condition that the Site Plans would not be signed until written correspondence is received from the New York State Department of Environmental Conservation (NYS DEC) confirming proper registration of the Petroleum Bulk Storage (PBS) tanks. It was noted that the applicant had completed a NYS DEC Part 364 Waste Transporter Registration, and that the anticipated volume of waste oil generated did not require a Waste Oil Storage Permit.

A motion was made by Member Collette and seconded by Member Meeks to grant a Site Plan extension for 9 months, to expire on September 5, 2026. The vote went as follows:

- Member Oatman: Yes No Abstain Recuse Absent
- 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

ADJOURNMENT

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

- Member Oatman: Yes No Abstain Recuse Absent
- 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 6:56 PM.

Respectfully submitted,
Morgan R. Melançon
Morgan R. Melançon
Secretary to Planning and Zoning