Town of LeRay

Planning Board Work Session Minutes **September 3, 2026**

CALL TO ORDER

On September 3, 2026, the Town of LeRay Planning Board held their regular monthly Work Session meeting in the Conference Room of the Town of LeRay Municipal Building. The meeting was called to order at 6:00 PM by Chairperson Biondolillo.

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), and Morgan Melançon (Secretary to Planning & Zoning) were in attendance.

ACCEPTANCE OF WORK SESSION MINUTES

The minutes from the August 6, 2026 work session meeting were reviewed by the Board. A motion was made by Member Moran and seconded by Member Jefferds 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.

WORK SESSION

1. **Minor 2 Lot Subdivision Application for Dana Waterman, located at 27000 NYS Route 342, tax parcel #75.05-1-10.1.**

   The project engineer revised the plat as requested to label the existing waterlines and easements and a note was added that the property is located within the Town of LeRay Combined Water District. The revised plat was ready for the Board's review.

2. **Minor 2 Lot Subdivision Application for I-Site Realty, LLC, located at 26179/221 US Route 11, tax parcel #65.17-1-2.1.**

The Board discussed the status of access and easements for the proposed subdivision. There were existing easements between the Aldi's parcel and the adjoining plaza area, which allow cross access through portions of the commercial plaza. However, because the I-Site parcel is proposed to be subdivided, there is concern that the proposed Lot 1 may no longer be fully served by the existing easement arrangements.

Chairperson Biondolillo had discussed the matter with the Town Attorney, Mr. Burrows. It was noted that the owner of the parcel being subdivided is responsible for ensuring that appropriate legal access exists. If access across adjoining properties is necessary, informal permission would not be sufficient, as it could be revoked. A formal, perpetual easement or right-of-way may be necessary and would likely need to be reviewed by the attorneys and recorded with the Jefferson County Clerk.

The Board discussed that it cannot force adjoining property owners to grant easements. However, the code dictates that the Board must request that the applicant address cross access and maintenance as part of the subdivision review. The Board also discussed concerns regarding enforcement, traffic circulation, and maintenance of shared access areas.

The Board agreed to ask Mr. Geurtsen for clarification during the regular meeting and discussed that final approval could be tabled or conditioned upon resolution of the access and maintenance issues.

3. **Site Plan Application for the Calcium Fire Department, located at 24882 Stalder Road, tax parcel #74.12-1-19.**

Chairperson Biondolillo stated that she had not heard anything from the Calcium Fire Department.

4. **Discussion for Planned Development District Moratorium.**

The Board continued discussion regarding the Planned Development (PD) District moratorium. Chairperson Biondolillo noted that the moratorium applied to zoning activities and development within the Town's PD District areas, as well as within a 660-foot radius of the Town's Ryor/Mill site well. The Board discussed that, while prior discussion had included development concerns near the A-Site well area, the review should also consider the Ryor/Mill well area and any other Planned Development District areas affected by the moratorium.

Chairperson Biondolillo said the current definition of "essential services" did not clearly identify emergency service uses, such as fire departments, ambulance services, and similar emergency service uses. She noted that the Town of Clay's code had a good example using the term "*Emergency Vehicle Station*," which may be clearer.

The Board discussed whether a definition for *Emergency Vehicle Station* should be added to the Zoning Code and whether that use should be allowed in districts beyond the Planned Development District.

If so, the Board would need to review appropriate standards, including lot size, dimensional requirements, density, access, and compatibility with surrounding uses.

REPORT FROM ZONING ENFORCEMENT OFFICER

Unsafe Buildings: Mr. Shimel reported that progress was being made on the cleanup of the property located south of Walmart. He stated that a contract had been signed with an asbestos abatement company and that the work was expected to be completed within the next few weeks. Mr. Shimel noted that the primary delay had been locating a company available to perform the asbestos abatement work.

FOIL Requests: Two FOIL requests were received regarding properties on Boyer Circle and Virginia Smith Drive.

National Grid – Route 3 Property: National Grid had contacted the Town regarding property it owns on Route 3, where existing natural gas equipment was located. National Grid was proposing to upgrade the equipment at the site. Mr. Shimel stated that equipment upgrades have not historically been required to come before the Planning Board.

Additionally, Mr. Shimel noted that National Grid may be considering use of the property as a marshalling yard. If the proposed work disturbs more than one acre, a Stormwater Pollution Prevention Plan would be required. The Board also discussed that, if an existing fence with barbed wire was replaced, the barbed wire may be replaced as part of the fence.

Lundy Violations / Tractor Supply Site: Mr. Shimel reported that Mr. Lundy had come in to meet with the Town regarding outstanding violations and site work. The work at the Tractor Supply site was expected to be completed within approximately one month.

The Board discussed the private road. Mr. Lundy did not wish to convey the road to the Town and believed the road should be extended toward Taco Bell. Member Moran noted concerns regarding the existing swale. Chairperson Biondolillo stated that the current outstanding issues should be resolved before additional future improvements are considered.

Chairperson Biondolillo had asked Mr. Lundy about the lighting behind Tractor Supply that had been shown on the Site Plan. Mr. Lundy had informed her that installing the lighting would require boring under the new road.

ADJOURNMENT

A motion to adjourn the work session was made by Member Russell and seconded by Member Moran. 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 6:28 PM.

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