

# Town of LeRay

## Town Board Minutes

January 08, 2026

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### Call to Order

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Proceedings of a Town Board Meeting held at the LeRay Town Municipal Office on January 08, 2026. The meeting was called to order at 4:00 p.m. by Supervisor Carpenter who led the room in the Pledge of Allegiance.

### Open Regular Meeting

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Leland J. Carpenter – Supervisor, Melissa L. Verne – Town Clerk, Nathan Toutant – Director of Finance/Clerk to Supervisor, Board Members in attendance: Samuel Biondolillo, Wayne Robbe, Merle Otis, Patrick O'Donnell, James Burrows – Town Attorney, Debbie Biondolillo – Planning Board Chairperson - Absent, Lee Shimel – Zoning Enforcement Officer, William Vargulick – Town Assessor, Bruce Shawcross – Highway Superintendent, Mike Altieri – Town Engineer, Tony Goodrich – DANC

### Approval of Minutes

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The minutes from the meeting held on December 11 and 20 2025, were reviewed by the Board Members. A motion to approve the minutes as drafted was made by Councilman Biondolillo and seconded by Councilman O'Donnell.

The vote went as follows:

Ayes:	5	Nays:	0
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The motion passed.

### Comments from the Floor

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#### Report from Highway Superintendent – Bruce Shawcross

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Mr. Shawcross gave his monthly report.

#### Report from the Zoning Enforcement Officer – Lee Shimel

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### RESOLUTION # 1 of 2026 SITE PLAN APPROVAL FEE

**WHEREAS**, the Town Board for the Town of LeRay is empowered to regulate land use activities pursuant to Municipal Home Rule Law Section 10 and Article 16 of NY Town Law, as the same may be amended from time to time; and

**WHEREAS**, the Town Board regulates various land use activities within the boundaries of the Town as codified by Chapter 158 of the Town Code and known as the Town of LeRay Zoning Law; and

**WHEREAS**, occasionally real property within the Town is developed and/or used before an appropriate application for those activities is submitted to the Town Planning Board and before any appropriate Site Plan Approval; and

**WHEREAS**; this scenario creates additional administrative efforts and burdens, and such costs should be borne by the applicable record owners of the property in question; and

**WHEREAS**, pursuant to the Town Zoning Law at Section 158-142 – Preliminary Site Plan Approval-A(1) the Town Board is authorized to establish a fee for appropriate permits and is interested in updating and/or amending its schedule of fees to address land development and/or use in advance of obtaining prior site plan review and approval and the Town Board is prepared to proceed.

**NOW THEREFORE, BE IT RESOLVED** by the Town of LeRay, New York, that:

1. The foregoing recitations are incorporated herein and made a part hereof as if set forth herein.
2. The schedule and/or table of fees associated with Site Plan approval shall be amended to increase the fee for development and/or use of property in advance of site plan review and approval, as necessary, to an additional \$500.
3. The Supervisor, the Town Clerk and Zoning Officer for the Town of LeRay, their respective agents and/or employees are authorized to take all steps reasonably necessary to bring full force and effect to this Resolution.
3. This Resolution shall take effect immediately.

The foregoing Resolution was offered by Board Member, **Otis**, and seconded by Board Member, **Biondolillo**, and upon roll call vote of the Board was duly adopted as follows:

Supervisor Leland J. Carpenter	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Samuel J. Biondolillo	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Merle Otis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Patrick O'Donnell	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Wayne L. Robbe	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Dated: January 8, 2026

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Melissa L. Verne, Town Clerk

**Report from Planning**

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**RESOLUTION #2 OF 2026  
DEVELOPMENT AGREEMENT**

**WHEREAS**, the Planning Board for the Town of LeRay, New York will be considering an application under the Town of LeRay’s Zoning Laws as submitted by APD Engineering in connection with a project to be located at 2A Herrick Drive, Evans Mills, NY 13637 (the “Project”); and

**WHEREAS**, the Project is anticipated to be more complex and require services to be provided by Town Engineers, and/or Town Attorneys (“Professional Services”); and

**WHEREAS**, Professional Services, in all fairness, should not be absorbed by Town Tax Payers as a whole and the Town Board has the authority to require review fees for such matters (which are reasonably necessary to accomplish the statutory demands) be paid by the Applicant; and

**WHEREAS**, the Town Board has reviewed the proposed Development Agreement and asked Town Engineers and/or Town Attorneys to provide their estimate for the average cost of administering the zoning law in respect to the Project; and

**WHEREAS**, the Applicant has reviewed and expressed a willingness to accept the proposed Development Agreement and has executed the same; and

**WHEREAS**, the Town Board has expressed a desire to accept the proposed Development Agreement and is prepared to proceed as follows.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Board of the Town of LeRay, NY:

1. The above recitations are incorporated herein and made a part of as if set forth thereafter.
2. The Town Board accepts, and approves, the attached Development Agreement for the Project as being in the best interest for the Town of LeRay, Town Taxpayers, and the Applicant and approves receipt of the initial deposit set forth therein.
3. The Supervisor for the Town of LeRay is authorized to sign all documents and shall take all steps necessary to support this Resolution and the Town Clerk is authorized to receive the deposit in a separate account and which shall be drawn down against audited bills during the review and/or construction process.
4. This Resolution shall take effect immediately.

The foregoing Resolution was offered by **Board Member, Biondolillo**, and seconded by Board Member, **Gracey**, and upon roll call vote of the Board was duly adopted as follows:

Supervisor Leland J. Carpenter	Yes <u>  X  </u>	No <u>      </u>
Samuel J. Biondolillo	Yes <u>  X  </u>	No <u>      </u>
Merle C. Otis	Yes <u>  X  </u>	No <u>      </u>
Patrick E. O'Donnell	Yes <u>  X  </u>	No <u>      </u>
Wayne L. Robbe	Yes <u>  X  </u>	No <u>      </u>

Dated: January 08, 2026

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Melissa L. Verne, Town Clerk

**Report from the Town Engineer – Mike Altieri**

Mr. Altieri discussed BCA's Project Status Update. Town Hall Door Project will be going out for bid.

**Report from DANC – Tony Goodrich**

Mr. Goodrich gave his monthly report.

**Report from the Town Assessor – William Vargulick**

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Nothing to report.

**Report from the Town Clerk – Melissa L. Verne**

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	Cash Balances as of December 31, 2025		Current Month Abstract 1	
<b>General Fund</b>	\$	2,227,484.09	\$	88,978.08
<b>Highway Fund-Town wide</b>	\$	816,943.31	\$	305,680.00
<b>Highway Fund-Town Outside</b>	\$	400,999.51	\$	1,726.76
<b>Expendable Trust</b>	\$	794.98	\$	0.00
<b>Consolidated Water District</b>	\$	2,038,939.53	\$	50,231.80
<b>Water District # 3</b>	\$	3,867.48	\$	32.00
<b>Sewer District # 1</b>	\$	1,084,126.60	\$	17,600.61
<b>Sewer District # 2</b>	\$	31,491.68	\$	1,389.56
<b>Sewer District # 3</b>	\$	-5,920.02	\$	1,141.28
<b>Sewer District # 4</b>	\$	363,502.49	\$	1,734.41
<b>Capital Project # 3 (Sewer Dist. 1)</b>	\$	135,835.58	\$	0.00
<b>Capital Project # 4W (Water 2 Imp)</b>	\$	0.00	\$	0.00
<b>Capital Project # 5 (Highway Fac.)</b>	\$	0.00	\$	0.00
<b>Trust &amp; Agency</b>	\$	220,592.28	\$	4,588.06

A motion was made by Councilman Biondolillo and seconded by Supervisor Carpenter that Abstract #1 vouchers 1-113 in the amount of \$473,102.56 be paid from the above accounts.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Robbe and seconded by Councilman Biondolillo to set a Public Hearing for February 12, 2026 at 4:10 p.m. to hear comments on a Local Law to set the Water and Sewer rates for 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Robbe and seconded by Councilman O’ Donnell that the Evans Mills Branch of the KeyBank be designated as the depository for the Town of LeRay for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Biondolillo and seconded by Supervisor Carpenter that the schedule of salary payments be paid bi-weekly during the year 2026 with the exception of the Town Board and Planning board which will be paid on a quarterly basis.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Robbe and seconded by Councilman Otis that the Watertown Daily Times be designated as the official newspaper for the Town of LeRay for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Supervisor Carpenter and seconded by Councilman Biondolillo that the Evans Mills branch of KeyBank be designated as the depository for the Town Tax Collector for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Otis and seconded by Councilman Robbe to approve the blanket undertaking bond covering all Town Employees as required by Section 25 of the Town Law, and it is further Resolved, that Town Justices are specifically covered under said Blanket Undertaking, as required by Public Officers Law Section 112).

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Biondolillo and seconded by Supervisor Carpenter that Lee Shimel be appointed Constable for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Supervisor Carpenter and seconded by Councilman O'Donnell that the 2025 report of the Town Clerk was presented and examined, her monies turned over to the proper officials and that the detailed statement has been examined and filed.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Robbe and seconded by Councilman Biondolillo to appoint Mary E. Hebert as Deputy Town Clerk for the year 2025.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Supervisor Carpenter and seconded by Councilman Otis that Melissa L. Verne be appointed Registrar of Vital Statistics and Mary E. Hebert be appointed as Deputy Registrar of Vital Statistics for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Supervisor Carpenter and seconded by Councilman O'Donnell to appoint Samuel Biondolillo as Deputy Supervisor for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Biondolillo and seconded by Supervisor Carpenter that the mileage for Town business will be the allowable IRS rate. (\$ 0.725 )

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Supervisor Carpenter and seconded by Councilman Robbe to appoint Lee Shimel as ZEO for the year 2025.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Supervisor Carpenter and seconded by Councilman Otis to appoint Deborah Biondolillo to the Planning board, term to expire 12/31/2032.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Otis and seconded by Councilman Robbe to appoint Deborah Biondolillo as the Planning Board Chairman for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Supervisor Carpenter and seconded by Councilman Biondolillo to appoint Ned O'Brien to the ZBA board, term to expire 12/31/2030.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Biondolillo and seconded by Councilman Robbe to appoint Jan Oatman as the Zoning Board of Appeals Chairman for the year 2026.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Biondolillo and seconded by Councilman Otis to approve the salaries for Elected Officials and Town Employees as set forth, effective January 1, 2026, see below.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

Supervisor .....	\$33,220
Town Clerk/Tax Collector.....	\$64,100
Deputy Town Clerk.....	\$50,000
Highway Superintendent .....	\$87,460
Town Board (4).....	\$9,800
Director of Finance .....	\$85,000
Budget Officer .....	\$16,000
Assessor.....	\$52,120
Justice (2).....	\$22,065
Confidential Clerk to Justice #1 .....	\$53,000
Confidential Clerk to Justice #2.....	\$53,000
Court Attendant.....	\$26.52/hr.
Zoning Officer.....	\$27,425
Zoning Board Chair .....	\$4,950
Board Members (4).....	\$2,470
Planning Board Chairman .....	\$19,000
Planning Board Member (6).....	\$4,945
Clerk to Planning/ Zoning Board.....	\$48,410
BAR (3) .....	\$412

**Report from Nathan Toutant, Director of Finance/Clerk to the Supervisor**

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Mr. Toutant reported on 2025 year-end financials. W2's and 1099's are being worked on as well as the Supervisor's Annual Financial report.

A motion was made by Councilman Biondolillo and seconded by Councilman O'Donnell to approve and have Supervisor Lee Carpenter sign the Contract for Volunteer Transportation Center and pay \$2,400.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

A motion was made by Councilman Biondolillo and seconded by Councilman Otis to adjourn this meeting, at 5:03 p.m.

The vote went as follows:			
Ayes:	5	Nays:	0
The motion passed.			

Respectfully given:

*Melissa L. Verne*

Melissa L. Verne, LeRay Town Clerk