**TOWN OF STAFFORD TOWN BOARD MEETING**

**July 14, 2025 DRAFT**

The Town of Stafford Town Board meeting was called to order at 7:30pm by Supervisor Clement leading the Pledge of Allegiance. In attendance were Councilman Panek, Councilman Young, Councilman Duyssen, , Highway Superintendent Boldt and Town Clerk Radley. Councilman Pacer was absent.

Also attending were Donna Voorhees, Tony Prinz, Brooks Hawley, Cathy Worthington, Andrew Darling, Jeremy Smith and Grace H. from Lumsden McCormick.

Councilman Panek made a motion to approve the Financial Report, second by Councilman Duyssen and approved on a 4-0-1 vote.

Councilman Young made a motion to approve the Meeting Minutes of June 9, 2025, second by Councilman Duyssen and approved on a 4-0-1 vote.

Councilman Young made a motion to approve the Fire Department Report, second by Councilman Panek and approved on a 4-0-1 vote.

Councilman Young made a motion to approve the CEO/ZEO Report, second by Councilman Panek and approved on a 4-0-1 vote.

Councilman Duyssen made a motion to approve the Assessor Report, second by Councilman Panek and approved on a 4-0-1 vote. It was also discussed and decided that the Assessor should be asked to attend a meeting to explain the Equalization Rates.

Jeremy Smith of Lumsden & McCormick presented the findings of the recent audit that was conducted. Jeremy went over the report line by line and stated that we are doing very well with our accounting and that he realizes the bookkeeping has changed. The State Audit was mentioned as well and we have implemented the changes that were recommended.

Resolution 42 was approved on a Roll Call vote.

Councilman Panek Yes

Councilman Young Yes

Councilman Duyssen Yes

Councilman Pacer Absent

Supervisor Clement Yes

TOWN OF STAFFORD

RESOLUTION 42 DATE: JULY 14, 2025

WATER DISTRICT #12 PROJECT

PROJECT BUDGET MODIFICATIONS

 WHEREAS, the Town of Stafford has substantially completed construction of the Water District #12 Project; and

 WHEREAS the Town Board of Trustees of the Town of Stafford received notice of final completion for the Water District #12 Project: NOW, therefore be it.

 RESOLVED, that the Town Board of Trustees of the Town of Stafford accepts the Water District #12 Project as complete and authorizes final payment to the contractors.

BE IT FURTHER RESOLVED, that the Town Board of Trustees of the Town of Stafford hereby states an operator appropriately licensed by New York State has been retained to oversee operation of the water system, Steve Trotta License # NY0036227

 I, Barbara Radley, Town Clerk of the Town of Stafford, do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Stafford on July 14, 2025 by the following vote:

 AYE NAY

Robert Clement, Supervisor X

Ronald Panek, Board Member X

Robert Pacer, Board Member Absent

James Duyssen, Board Member X

Terry Young, Board Member X

*Barbara Radley* Dated: July 14, 2025

Barbara Radley

Town Clerk – Town of Stafford

Councilman Panek made a motion to Table Resolution 43 Change the title of Deputy Supervisor in Charge of Parks to Groundskeeper, second by Councilman Duyssen and approved on a 4-0-1 vote.

RESOLUTION 43 DATED: JULY 14, 2025

RESOLUTION TO CHANGE TITLE OF DEPUTY SUPERVISOR IN CHARGE OF PARKS

WHEREAS the Town of Stafford has the title of Deputy Supervisor in Charge of Parks item number A1010.12 for $4,500.00 per year and

WHEREAS Genesee County does not recognize this title and approved the title of Groundskeeper

BE IT RESOLVED THAT the title of Deputy Supervisor in Charge of Parks item A1010.12 for $4,500.00 per year will now be Groundskeeper.

Offered by: Councilman Panek to Table

Second by: Councilman Duyssen

Tabled on a 4-0-1 vote.

Councilman Panek made a motion to approve Resolution 44 Knowledge and Accept Information from Water Districts 12 and 14, second by Councilman and Young approved on a 4-0-1 vote.

RESOLUTION 44 DATED: JULY 14, 2025

ACKNOWLEDGING AND ACCEPTING INFORMATION FROM WATER DISTRICTS 12 AND 14

WHEREAS the Town of Stafford has received information regarding Water Districts 12 and 14 and,

WHEREAS the Town Board of the Town of Stafford has reviewed the information and accepted the information

THEREFORE, the Town Board of the Town of Stafford acknowledges and accepts the information for Water Districts 12,and 14.

Offered by: Councilman Panek

Second by: Councilman Young

Approved on a 4-0-1 vote

Councilman Young made a motion to accept Resolution 45 To Enter into Intermunicipal Agreement with the Town of Bethany, second by Councilman Panek and approved on a 4-0-1 vote.

RESOLUTION 45 DATED: JULY 14,2025

TOWN OF STAFFORD

RESOLUTION TO ENTER INTO INTERMUNICIPAL AGREEMENT WITH THE TOWN OF BETHANY REGARDING ELLICOTT STREET ROAD AND CLAPSADDLE ROAD

Adopted: July 14, 2025

WHEREAS, the Town Board of the Town of Stafford met at a regular board meeting at the Town Hall of the Town of Stafford, located at 8903 Route 237 Stafford, New York on the 14th day of July 14, 2025, commencing at 7:30 P.M. at which time and place the following members were:

Present: Supervisor Robert Clement

 Councilmember Ronald Panek

Councilmember Terry Young

Councilmember James Duyssen

Absent: Councilmember Robert Pacer

WHEREAS, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

WHEREAS the Town of Bethany intends to install a portion of 8-inch diameter water main for the Town of Bethany Water District No. 5 along portions of Ellicott Street Road (NYS RT 63) and Clapsaddle Road, and has requested permission from the Town of Stafford to place these water mains across the Town of Bethany line in the Town of Stafford; and

WHEREAS, the Town of Stafford has indicated its willingness to permit the installation of such water main, on the condition that residents of the Town of Stafford Water District No. 6 may hook into such water main along Ellicott Street Road, and the Town of Stafford Water District No. 14 may hook into such water main along Ellicott Street Road and Clapsaddle Road, and additionally, that the water main for the forthcoming Town of Stafford Water District No. 14 may connect to the Town of Bethany Water District No. 5 water main at the end of Clapsaddle Road; and

WHEREAS the Town of Bethany and Town of Stafford desire to enter into an intermunicipal agreement regarding the aforementioned permissions for their respective Water Districts, upon certain terms and conditions outlined in the “Intermunicipal Agreement for Ellicott Street Road and Clapsaddle Road” (annexed hereto as Exhibit A); and

WHEREAS, the Town of Stafford has been presented with the aforementioned intermunicipal agreement, and all members of the Town Board of the Town of Stafford have had an opportunity to review this intermunicipal agreement; and

WHEREAS the aforementioned intermunicipal agreement was reviewed by the Town Attorney of the Town of Stafford, who finds the terms in such agreement acceptable; and

 WHEREAS the Town Board finds it in the best interest of the Town of Stafford to authorize and empower the Supervisor of the Town of Stafford to execute the Intermunicipal Agreement for Ellicott Street Road and Clapsaddle Road; and

NOW ON MOTION OF Councilman Young which has been duly seconded by Councilman Panek, now, therefore be it

RESOLVED, the Town Board of the Town of Stafford hereby authorizes and empowers the Supervisor of the Town of Stafford to execute the Intermunicipal Agreement for Ellicott Street Road and Clapsaddle Road between the Town of Stafford and Town of Bethany in regard to Town of Stafford Water Districts No 6 and No. 14 and Town of Bethany Water District No. 5.

Ayes: 4

Nays: 0

Absent: 1

Quorum Present: X Yes

 Dated: July 14, 2025 *Barbara Radley*

Barbara Radley, Clerk

(SEAL) Town of Stafford

Councilman Panek made a motion to approve Resolution 46 To Enter into Intermunicipal Agreement with the Town of Bethany, second by Councilman Young and approved on a 4-0-1 vote.

RESOLUTION 46 DATED: July 14, 2025

INTERMUNICIPAL AGREEMENT

FOR ELLICOTT STREET ROAD AND CLAPSADDLE ROAD TOWN OF BETHANY WATER DISTRICT NO. 5, PHASE 3 TOWN OF STAFFORD WATER DISTRICT NOS. 6 & 14

THIS AGREEMENT, made the 14th day of July, 2025 , by and among the TOWN OF STAFFORD, a Municipal Corporation of the State of New York, with offices located at 8903 Route 237, Stafford, New York 14143, (hereinafter “Stafford”); and the TOWN OF BETHANY, a Municipal Corporation of the State of New York, with offices located at 10510 Bethany Center Road East Bethany, New York, 14054, (hereinafter “Bethany”); (hereinafter referred to collectively as the “Towns”).

W I T N E S S E T H:

WHEREAS, Stafford has previously entered into a Water Supply Agreement with the County of Genesee, whereby the County supplies an adequate quantity of water for use by Stafford’s residents who are obtaining water services, and

WHEREAS, Bethany has previously entered into a Water Supply Agreement with the County of Genesee, whereby the County supplies an adequate quantity of water for use by Bethany’s residents who are obtaining water services, and

WHEREAS, Bethany, in order to provide such water services to more residents, has established Water District No. 5 (hereafter “Bethany Water District No. 5”), and

WHEREAS, such Bethany Water District No. 5 will be constructed consisting of approximately 140,000 linear feet of new 8-inch diameter water main, to be installed along portions of Ellicott Street Road (NYS RT 63), Bethany Center Road (C.R. 15), Broadway Road (NYS RT 20), Brown Road, Cacner Road, Clapsaddle Road, East Road (C.R. 35) East Bethany- LeRoy Road, Francis Road (C.R. 38), Fargo Road (C.R. 19B), Jerico Road, Little Canada Road, Marsh Road, Mayne Road, McLennon Road, Silver Road, Paradise Road, and Paul Road (note that portions of the project will be installed in the Town of Batavia, as that will be the primary water supply for the project), together with all related hydrants, valves, apparatus, conduits, pipes, casings, meters and manholes, to also include all interests in real property of any kind or nature to the extent assignable, to be installed within the Water District, and

WHEREAS, Bethany desires to install water mains along a portion of Ellicott Street Road (NYS Route 63) within the Town of Stafford municipal boundary within the existing Town of Stafford Water Districts No. 6 as the location is better suited for the transmission of water supply and operation of the water system in the Town of Bethany, and

WHEREAS, Bethany desires to install water mains along a portion of the north side of Clapsaddle Road within the Town of Stafford municipal boundary within the existing Town of Stafford Water District No. 14 as the location is better suited for the operation of the water system than the opposite side in the Town of Bethany.

WHEREAS, Stafford, in order to provide such water services to more residents, has established Water District No. 14 (hereafter “Stafford Water District No. 14”), and

WHEREAS, such Stafford Water District No. 14 will be constructed consisting of approximately 1,900 linear feet of new 8-inch diameter water main, to be installed along portions of Clapsaddle Road and Fargo Road (C.R. 19B), together with all related hydrants, valves, apparatus, conduits, pipes, meters and manholes, to also include all interests in real property of any kind or nature to the extent assignable, to be installed within the Stafford Water District No. 14, and

WHEREAS, Stafford desires to connect to and install water mains from the Bethany Water District No. 5 along a portion of the north side of Clapsaddle Road within the Town of Stafford municipal boundary as the source of water supply for their water main along a portion of Fargo Road, as this new water main would not be able to connect to the existing Stafford Water District No. 7 water system due to lower hydraulic conditions.

WHEREAS, Stafford also desires to connect to and install water services from the Bethany Water District No. 5 along a portion of Clapsaddle Road within both the Town of Stafford municipal boundary and within the Town of Bethany municipal boundary as the source of water supply for their water services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is agreed as follows:

1. Bethany may construct the aforementioned water mains along a portion of Ellicott Street Road (NYS Route 63) and on the north side of Clapsaddle Road both within the Town of

Stafford, and Bethany will retain perpetual ownership of the water main and appurtenances, along with the sole responsibility for operation and maintenance.

2. The owner(s) of any parcels inside the Town of Stafford shall have the option of connecting to the Bethany water main as a Town of Stafford Water District No. 6 or Water District No. 14 user at their sole cost and expense with the understanding that all fees including yearly user fees thereafter are the responsibility of the parcel owner.

3. Stafford agrees that service to other areas outside of the initial boundaries of the Water District shall comply with the requirements of any and all existing Water Supply Agreements with Genesee County and the Towns of Stafford and Bethany, and any amendments thereto.

4. There are no other Agreements or understandings, either oral or written, by and among the parties effecting this Agreement. No changes, addition or deletions of any portions of this Agreement shall be valid or binding upon the parties hereto, unless the same is approved in writing by the parties.

5. This Agreement may not be assigned by any party, in whole or in part, without the prior written consent of both parties.

6. This Agreement shall be binding upon and shall inure to the benefit of both of the parties hereto and their respective successors and permitted assigns.

7. This Agreement and any transactions by and between the parties hereunder shall be governed by, construed and interpreted in accordance with the Laws of the State of New York.

8. The parties shall execute such further instruments, documents or certificates as may be necessary or desirable to effectuate the purpose and intent of this Agreement.

9. No waiver of compliance with any provision or condition of this Agreement, and no consent provided for herein, shall be effective, unless evidenced by instrument in writing, duly executed by the parties sought to be charged therewith.

10. No failure on the part of either party to exercise and/or any delay in exercising any of its rights hereunder, shall operate as a waiver thereof, nor shall any single or partial exercise by either party of any right preclude any other or future exercise thereof or the exercise of any other right.

11. All the rights and duties of the parties created by this Agreement shall survive with respect to the services performed prior to such terminations.

12. This Agreement may be executed in several counterparts, each of which shall be an original and all which shall constitute the same instrument herein.

[REST OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF the parties have last signed this Agreement the day and year first written above.

TOWN OF STAFFORD (SEAL)

Robert Clement, Supervisor

TOWN OF BETHANY (SEAL)

Carl Hyde Jr., Supervisor STATE OF NEW YORK )

COUNTY OF GENESEE ) SS.:

On the day of , in the year , before me, the undersigned, a Notary Public in and for said State, personally appeared ROBERT CLEMENT as SUPERVISOR of the TOWN OF STAFFORD, personally known to me or proved to me on the basis of satisfactory evidence, to be the individual whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their capacity, and that by their signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK ) COUNTY OF GENESEE ) SS.:

On the day of , in the year , before me, the undersigned, a Notary Public in and for said State, personally appeared CARYL HYDE JR. as SUPERVISOR of the TOWN OF BETHANY, personally known to me or proved to me on the basis of satisfactory evidence, to be the individual whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their capacity, and that by their signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

Councilman Panek made a motion to approve Resolution 47 Authorizing Budget Transfers for 2025, second by Councilman Duyssen and approved on a 4-0-1 vote.

RESOLUTION 47 DATED: JULY 14, 2025

AUTHORIZE BUDGET TRANSFERS FOR 2025

RESOLVED, the Stafford Town Board hereby authorizes the following Budget Transfers:

General Fund:

From Amount To

AA.0917.000.000 $30,435.00 AA.4089.000.000

Increase AA.4089.000.000 Federal Aide $30,435.00

Increase AA.7110.400.000 Parks, Contractual $26,000.00

Increase AA.7020.400.000 Parks and Rec, Administration, Contractual $4,435.00

Offered by: Councilman Panek

Second by: Councilman Duyssen

Approved on a 4-0-1 Vote

Councilman Duyssen made a motion to approve Abstract 7 General Fund in the amount of $173,991.54 second by Councilman Panek and approved on a 4-0-1 vote.

Councilman Duyssen made a motion to approve Abstract 7 Highway Fund in the amount of $198,314.43, second by Councilman Young and approved on a 4-0-1 vote.

Councilman Duyssen made a motion to approve Abstract 7 Capital Fund in the amount of $2,370.00, second by Councilman Young and approved on a 4-0-1 vote.

Councilman Duyssen made a motion to approve Abstract 7 Fire District in the amount of $203,000, second by Councilman Young and approved on a 4-0-1 vote.

Highway Superintendent Boldt reported that his crew has been very busy with road work. They are working on Mullen Road now and should be done Tuesday or Wednesday of this week. The Town Hall has been repaved with the ARPA funds. They are working with Batavia, LeRoy and Elba on projects as well. He is very grateful for the help of the neighboring towns.

So far, no issues have been occurring because of the electric vehicle mandate and the State is holding their stand on electric vehicles.

Councilman Young reported on an Out of District Water Agreement that has been sent by the Town of Byron for two of our residents and the Town of Byron Water District. This was discussed at length and will be further investigated.

Councilman Young also reports that he has looked at the Fee Schedule for Stafford and other neighboring Towns. We are at the low end of the schedule and need to adjust these fees; it will be discussed going into budget time and ready-made for the Organizational Meeting.

Councilman Panek asked our County Representative Brooks Hawley about the Medicaid mandate and how it will affect our County Taxes. Brooks reported that no decision has been made as of yet.

Councilman Duyssen asked if the Code/Zoning Officer is working his 16 Office Hours yet, this will be investigated.

Donna Voorhees spoke about Horseshoe Lake Road being closed for culvert replacement. This is a county project and we were unaware of it. The Town Clerk will post this to the website. Donna also reported that she has contacted the County about Water District 15 and the new water line; it is in Phase 3 and has no expected timeline. There was a question about Heidelberg Materials and how it is regulated because of the expected expansion there. They are closely watched by the DEC.

Cathy Worthington asked about our Code and Zoning Officer; is he retiring at the end of the year and what is the plan to replace him? We have conducted many interviews and have not decided since there are no concrete plans for his retirement.

Cathy also asked about Water District 12 and where are we with the grants/loans? Is all funding used? Yes, we are finished with the project. The money set aside for repairs is part of the debt service and where is that money being held? Is it in a separate account? The bookkeeper will be contacted to answer this question.

Cathy then asked about the audit; we are over on the lawyer fees, is that due to Code Violations? Yes, enforcement does cost more than compliance.

Councilman Panek made a motion to adjourn at 9:11pm, Councilman Young second and was approved on a 4-0-1 vote.

Respectfully Submitted,

Barbara Radley

Town Clerk/Tax Collector