

Mexico Town Board Agenda  
Monday, March 11, 2024  
Town Hall, 64 S Jefferson St. Mexico, 7:00pm

1. Approval of Minutes-
2. Communications
  - o Cornell Local Roads Program Infographics
  - o David Turner – Broadband (Fiber) Services
3. Public Comment
4. Reports
  - o Town Clerk, Water Clerk, Tax Collector
  - o Dog Control
  - o Zoning Officer/ Building Inspector
  - o Highway Superintendent
  - o Community Park Manager
  - o Mexico Point Park
  - o Planning Board
  - o Zoning Board of Appeals
  - o Water Commissioner
  - o Supervisor Report
  - o Water District Update
  - o McAuslan Hall Update
  - o Co Rt 64 Cemetery Update
5. Consider February Payroll
6. Accept Karen Shaw's Resignation as Assessor
7. Temporary Appointment of William Van Patten
8. Water District #6 – Missing Items Letter
9. Assessor Update
10. Other Business
11. Audit & Approve Abstracts
12. Adjourn



Cornell University

New York State LTAP Center  
Cornell Local Roads Program

416 Riley Robb Hall  
Ithaca, New York 14853-5701  
phone: 607.255.8033  
fax: 607.255.4080  
web: [www.nysltap.org](http://www.nysltap.org)

**Memo**

**To:** Board Member/Elected Official  
**From:** Melissa Foley, Program Manager  
**Subject:** New York State LTAP Center - Cornell Local Roads Program Infographics  
**Date:** February 19, 2024

Enclosed are NYS LTAP Center - Cornell Local Roads Program\* infographics for you to distribute to community members who may have questions about local transportation issues, such as;

- Potholes
- Children at Play Signs
- Who is Responsible for the Road
- Sharing the Roads with Farm & Construction Vehicles
- Winter Weather Driving Tips

We can mail you more if needed or you can download and print your own from our website,  
<https://cals.cornell.edu/nysltap-local-roads/community-corner>

On the back of this memo is information about our upcoming workshops which are open to highway officials, elected officials, and municipal staff.

For more information on our program or to request additional material, contact me at 607-255-7733 or [mlf222@cornell.edu](mailto:mlf222@cornell.edu).

*\* The NYS LTAP Center - Cornell Local Roads Program is a non-profit, Cornell Cooperative Extension Program. We are primarily funded by the Federal Highway Administration, the New York State Department of Transportation, and Cornell University. We provide local New York municipalities and residents with free answers to road and street questions, educational workshops, and an array of other services related to local highways and public works.*

# NYS LTAP Center - CLRP

## 2024 Spring Workshop Season

*Join us for one (or more) of our spring workshops! 6 different topics covering 30 counties all over New York State.*

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*To see our Spring and Fall workshop schedule, please visit our website:  
[cals.cornell.edu/nysltap-local-roads/2024-workshops](https://cals.cornell.edu/nysltap-local-roads/2024-workshops)*

### Spring 2024 Workshops



View our registration form by either scanning the QR code  
or by visiting our online registration page:  
[nysltapclrp.regfox.com/2024-spring-workshop-season](https://nysltapclrp.regfox.com/2024-spring-workshop-season)

## Community Corner

# Children at Play Sign



### What is the "Children at Play" Sign?

The "Children at Play" sign is a sign municipalities may put up to indicate children are in the area and drivers should be alert.

### Why won't my municipality put one up?

Children at Play signs were originally intended for use in rural areas. Excessive use of this sign causes drivers to develop an insensitivity to the sign's intended goal.



### Why can't every road have a "Children at Play" sign?

Use of the **CHILDREN AT PLAY** sign should be limited to locations where, because of unusual conditions, motorists might not expect children to be playing in the vicinity of the roadway. The **CHILDREN AT PLAY** sign should not be used on roads or streets where obvious residential development alerts drivers to the possibility of children at play.

### What should I do?



Instead of a sign, try placing a lightweight piece of play equipment by the road while children are outside playing.

Do not place something that could cause damage if it is hit by a passing car! Be sure to remove it once the kids are done playing. If left out 24/7 the warning "sign" becomes less effective.

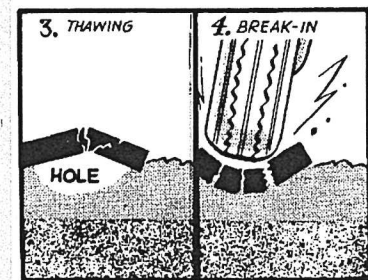
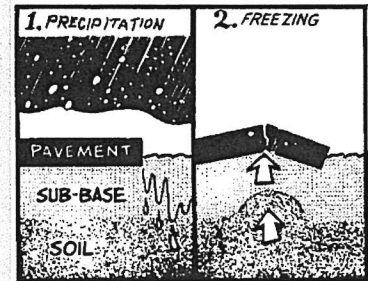
Children at Play signs should only be used when there is a need to do so. They should **NOT** be used for political reasons, or to appease vocal residents.

## Community Corner

# POTHOLES

### HOW ARE POTHOLES FORMED?

- Potholes develop when two factors are present at the same time - **water & traffic**; hence potholes commonly occur in the wheel path.



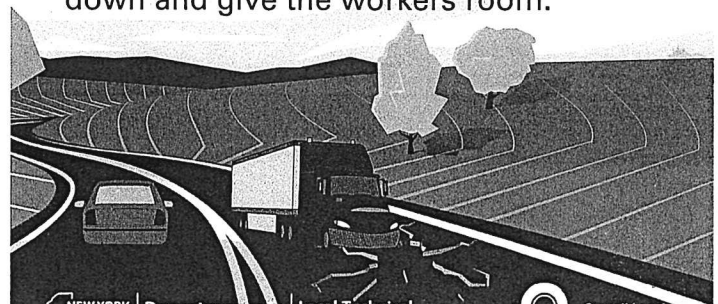
Special Report 81-21 Pothole primer  
By: R.A Eaton, RH Joubert and E.A Wright 9/1981

### POTHOLES IN THE ROAD, WHAT TO DO?

- Try to avoid the pothole, but avoid sharp turns of the steering wheel
- Slow down & drive carefully
- Traveling at full speed, slamming on the breaks, or sudden swerves can cause a crash

### HOW ARE THEY FIXED?

- The size of the pothole will determine the fix. A common successful technique for smaller potholes is known as **Throw & Roll**. Your municipality will place a modern asphalt and polymer-based patching mix in the hole. Then they will compact it with a truck tire. Slow down and give the workers room.





## Sharing the road with farm and construction vehicles

### WHAT DRIVERS SHOULD KNOW

- This equipment is heavy, making it hard to accelerate, slow down, & stop.
- They often cross the centerline when making a turn.
- They have large blind spots.



### SAFETY FOR MOTORISTS



- Watch for debris and slow down if there is anything in the road.
- Don't assume the operator can see you
- Wait until it is safe to pass.
- Wear a seatbelt and drive with your headlights on.
- When approaching farm or construction equipment leave ample room between the vehicles.

### EQUIPMENT OPERATORS

- Make your equipment more visible by using flashers or lights.
- Avoid signaling for motorists to pass, pull over when it is safe and let them pass.
- Plan your route, try to avoid narrow streets where you could potentially damage signs, lighting, and other roadway structures.
- If moving equipment at night, consider using an escort vehicle.



## WHO IS RESPONSIBLE FOR THE ROAD

### QUICK REFERENCE GUIDE



#### STATE ROADS

State roads are identified by a white shield with black letters. NYSDOT is responsible for these roads.

#### COUNTY ROADS

Blue shield with yellow lettering. The County is responsible for these roads



E Main St

#### LOCAL ROADS

If there is no state or county shield, look for a street name sign. It may say county or state highway with a number. If so, contact the state or county. If not, start with the local jurisdiction. Even if they do not have maintenance responsibility, they can help you figure out who does.

If in a city or village, contact the DPW. Otherwise, start with the town highway department.



# WINTER WEATHER

## DRIVING TIPS

### BEFORE DRIVING

- Check tires, antifreeze, windshield wiper blades, fluids, and batteries
- **COMPLETELY** clean off your vehicle of snow & ice



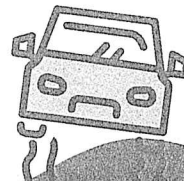
### WHILE DRIVING



- Drive according to the conditions, and stay well below the posted speed limit
- Expect the unexpected, leave plenty of room between yourself & other vehicles

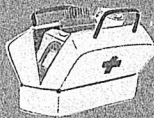
### WHAT TO DO IF YOU START SKIDDING

- **Gently** steer into the skid to regain control of the vehicle
- Use safe breaking techniques to avoid skidding



### KEEP AN EMERGENCY KIT ON YOU

The kit should include:



- Jumper cables
- Blankets
- Tools
- Water & snacks
- Warm clothes
- Flashlight
- Flares



NYS LTAP Center -  
Cornell Local Roads  
Program website



Information sourced  
from Washington  
County's Safety PINS

**Subject:** broadband - ARPA

As a point of interest, the County **MAY** very soon be entering into a contract for a buildout of broadband (fiber) services which could range from an expansion of services to include addresses that have been identified as unserved or underserved to a whole county solution. As you can imagine, this is a very expensive undertaking. In past discussions, we have talked about potential ARPA contributions from our municipal partners to help close the gap on the cost of this initiative.

Recently, NYS unveiled their new broadband grant and unfortunately provided a very short window to apply for the limited funding that they have available. As such, if we chose to proceed, it could happen rather quickly.

Without making a firm commitment, if you have unallocated ARPA funds that you would like to use to help fund this project, please respond ASAP signifying your interest and approximately how much you might be able to provide if this goes forward. Again, **THIS IS NOT A FIRM COMMITMENT ON YOUR PART** but will help us evaluate what local resources might be available as we go forward.

Additionally, as a reminder, all of your ARPA funds must be "obligated" by the end of this year. You should also be aware that currently, the federal definition of "obligated" means officially under contract or otherwise committed via a purchase order or similar document. Simply "allocating" funds for local use in your 2025 budget does not currently meet the federal requirements as an "obligation".

Thank you for your prompt attention to this request!

Dave

*David Turner*, Director  
Oswego County Office of Strategic Initiatives  
46 E. Bridge Street  
Oswego, NY 13126

Phone: 315-349-8260  
Email: [david.turner@oswegocounty.com](mailto:david.turner@oswegocounty.com)  
[www.oswegocounty.com](http://www.oswegocounty.com)

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MEXICO, NEW YORK

FEBRUARY, 2024

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255

<u>2</u>	DECALS	<u>6.45</u>
<u>2</u>	MARRIAGE LICENSES NO. 24003 TO 24004	<u>35.00</u>
<u>8</u>	CERTIFIED COPIES	<u>80.00</u>

TOTAL TOWN CLERK FEES 121.45

A2544

<u>36</u>	DOG LICENSES	<u>248.00</u>
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TOTAL A2544 248.00

A2555

<u>3</u>	BUILDING PERMITS	<u>230.00</u>
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TOTAL A2555 230.00

A2770

<u>1</u>	MISCELLANEOUS REVENUE	<u>1.00</u>
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TOTAL A2770 1.00

F1234

<u>141</u>	WATER PAYMENTS	<u>7,904.05</u>
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TOTAL F1234 7,904.05

## TOWN CLERK'S MONTHLY REPORT

FEBRUARY, 2024

page 2

### DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	<u>600.45</u>
PAID TO TOWN FOR WATER PAYMENTS	<u>7,904.05</u>
PAID TO NYS DEC FOR DECALS	<u>538.55</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>49.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>45.00</u>

TOTAL DISBURSEMENTS 9,137.05



Town of Mexico  
Payment History  
Payment Date from 02/01/24 To 02/29/24

Report by District

03/04/24

Page 1

<u>Account</u>	<u>Pay ID</u>	<u>Pay Date</u>	<u>Bill ID</u>	<u>Amount</u>	<u>Penalty</u>	<u>Taxes</u>	<u>Total</u>
DISTRICT 1							
Sub - Totals:	METERS & PARTS-01			\$225.00	\$0.00	\$0.00	\$225.00
Sub - Totals:	Water-00			\$17,468.57	\$252.83	\$0.00	\$17,721.40
Sub - Totals:	DISTRICT 1			\$17,693.57	\$252.83	\$0.00	\$17,946.40
DISTRICT 2							
Sub - Totals:	METERS & PARTS-01			\$1,250.00	\$0.00	\$0.00	\$1,250.00
Sub - Totals:	Water-00			\$7,466.75	\$30.27	\$0.00	\$7,497.02
Sub - Totals:	DISTRICT 2			\$8,716.75	\$30.27	\$0.00	\$8,747.02
DISTRICT 3							
Sub - Totals:	Water-00			\$1,924.32	\$0.00	\$0.00	\$1,924.32
Sub - Totals:	DISTRICT 3			\$1,924.32	\$0.00	\$0.00	\$1,924.32
DISTRICT 5							
Sub - Totals:	Water-00			\$1,324.74	\$6.51	\$0.00	\$1,331.25
Sub - Totals:	DISTRICT 5			\$1,324.74	\$6.51	\$0.00	\$1,331.25
	Grand Totals:			\$29,659.38	\$289.61	\$0.00	\$29,948.99

Payment History Write Off 's

<u>Account</u>	<u>AcctId</u>	<u>PayId</u>	<u>Amount</u>	<u>Penalty</u>	<u>Taxes</u>	<u>Totals</u>
Sub - Totals :						
	Grand- Totals :					

Town of Mexico - 2024 - County & Town Tax Collection  
Trial Balance - All Swis Codes  
02-29-24

Original Warrant	5,758,610.93
Adjustments	-577.00
=====	
Adjusted Warrant	5,758,033.93
1st Installments	82,294.11
2nd Installments	23,711.13
Full Payments	4,434,619.87
Penalties	2,353.47
Late Notice Fees	0.00
Bad Check Fees	60.00
=====	
Total Collections	4,543,038.58
Taxes Outstanding	1,217,408.82

## **Town of Mexico Dog Control Officers Report**

March 11, 2024

Report for the month of February 2024

18 notices of unlicensed dogs were issued.

One dog was picked up and taken to the Oswego shelter.

Respectfully,

Jack Spriggs, DCO

# Town of Mexico

## Mother of Towns

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(315) 963-7633 Town Office  
(315) 963-8794 Zoning  
(315) 963-3491 Assessor  
TTY 1-800-662-1220

Fax (315) 936-8806  
64 South Jefferson St.  
PO Box 98  
Mexico, NY 13114

### Code Enforcement Officers Report February 2024

3 building permits issued.

One violation for unsafe structure

This month the office will start issuing violations for junk /code violations

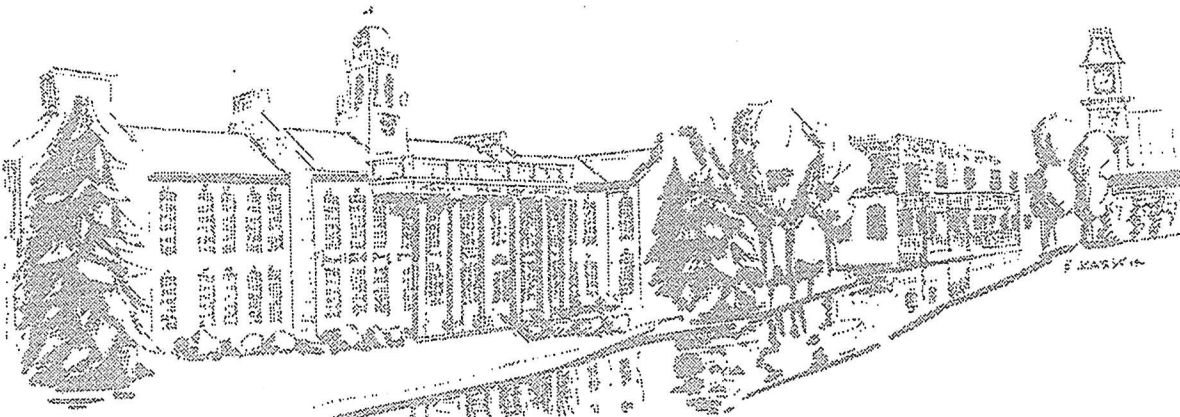
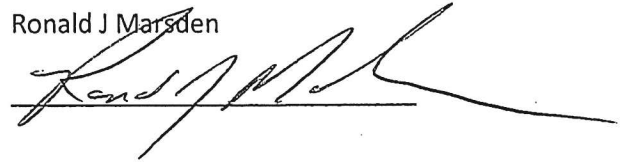
Inspections are ongoing for open permits

Permit # 24-0006 fee will show on the clerks report next month, the building permit and fee was issued in New Haven.

The office received \$230.00 in fees for the month.

Reports are attached.

Ronald J Marsden



# Town of Mexico

Building Permits by Issued Date: 02/01/2024 - 02/29/2024

Permit# Applicant Name	Issued	Final	Property Owner & Location	Tax Map# Lot#	Fee	Project Cost
24-0004 Dunn Larry H	02/13/24		Dunn Larry H Kenyon Rd	171.00-03-04.1	180.00	25,000.00
24-0005 Ludington Spencer	02/21/24		Ludington Spencer 222 Co Rt 40	082.12-01-10	50.00	5,000.00
24-0006 Beshures Michael	02/26/24	02/26/24	Beshures Michael 20 Dowie Dale Beach Rd	098.00-01-31.01	692.00	350,000.00
Total Count:		3	Total:		\$922.00	\$380,000.00

? Permit # 24-0006  
will be on next months  
Report.

692.00



# Town of Mexico

Violation Summary by Date Range: 02/01/2024 - 02/29/2024

Violation#	Violator Name	Violation Date	Property Owner & Location	Tax Map#	Offense
24-0002	Clark Gary	02/21/24	Clark Gary 21 Blunt Dr	082.16-01-07	unsafe equipment

**Total Count:** 1

Highway Superintendent Report Jan 2024

General maintenance on equipment

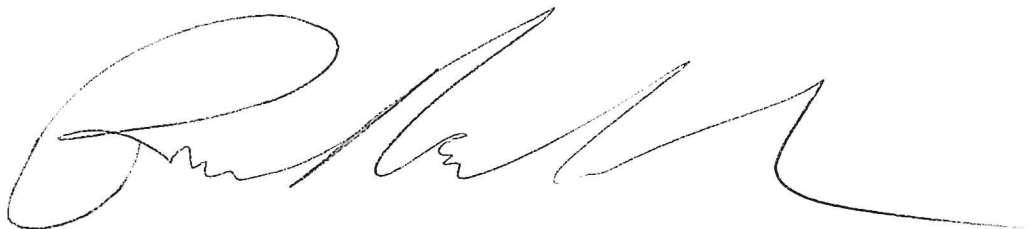
Picking up roadside trash

Patching potholes throughout the town

Plowing and sanding roads

Picking up debris and trees from wind damage


Highway Superintendent

A handwritten signature in black ink, consisting of a large, stylized 'B' followed by several loops and a long horizontal stroke at the end.

**SUPERVISOR**

To the Mexico Town Board, pursuant to section 119 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me, as Supervisor, during the month of February 2024

		Prev Balance	\$ 1,657,960.85
24-Feb	Water Deposit	\$13,273.81	
	Clerk Fees/Vital Records	\$119.50	
	Dog Licenses	\$180.00	
	Fines and Bail	\$3,485.00	
	Building Permits	\$340.00	
	February Interest	\$3,048.80	
	TNH Fuel Reimbursement	\$31.49	
	MPP Reservation	\$200.00	
	Taxes	\$1,871,545.00	
	Maguire - Refund	\$150.00	
	ARPA Funds - Oswego County	\$30,000.00	
	Sub Total	<b>\$1,922,373.60</b>	
	February Capital Interest	\$1,484.46	
	Sub Total	<b>\$1,923,858.06</b>	
			<b>\$ 3,581,818.91</b>
		Prev Balance	\$1,388,667.15
24-	February Interest	\$600.09	
	Taxes	\$1,009,987.00	
	Sub Total	<b>\$1,010,587.09</b>	<b>\$2,399,254.24</b>
<b>GENERAL EXPENSES</b>			
	EEHC	(\$260.01)	
	Paid Vouchers	\$870,017.70	
	Payrolls	\$38,479.92	
	NH H.I. Reimbursement	(\$882.01)	
	MPP Caretakers Utility Reimbursement	(\$1,087.99)	
	Sub Total	<b>\$906,267.61</b>	
<b>HIGHWAY EXPENSES</b>			
	EE CURRENT HC CONTRIBUTION	(\$913.20)	
	Paid Vouchers	\$65,215.27	
	Payrolls	\$94,210.30	
	Sub Total	<b>\$158,512.37</b>	
	GENERAL Balance		<b>\$2,675,551.30</b>
	HWY Balance		<b>\$2,240,741.87</b>
	Total		<b>\$4,916,293.17</b>

  
Eric Behling, Supervisor

3-6-2024  
Date

# CASH REPORT

FUND	24-Feb	23-Feb	22-Feb	21-Feb	20-Feb
A	1,390,333.84	1,354,905.27	1,194,774.25	1,072,279.67	1,099,497.27
Capt Res	632,798.83	624,294.41	533,411.79	442,921.85	361,145.88
B	-416,324.11	-118,091.59	88,324.60	110,731.12	123,525.11
DA	1,156,991.83	1,175,405.57	1,397,711.15	1,120,011.54	1,171,296.27
DB	1,132,782.29	1,046,430.01	573,160.84	753,378.30	762,520.55
SF	58,531.29	56,758.29	5,758.29	14,985.29	53,332.29
SM	5,394.21	5,696.42	5,012.93	4,229.29	3,579.66
SS	12,298.15	10,762.15	9,694.15	9,430.15	9,166.15
ST	3,174.98	3,974.62	4,332.74	4,502.55	4,559.28
FO	421,984.14	407,998.94	394,178.33	372,836.71	376,131.44
F2	452,055.59	427,003.60	410,752.56	391,896.93	368,137.72
F3	60,179.47	57,536.88	101,332.78	59,619.95	59,525.22
TA	30,791.92	25,298.14	22,903.09	17,234.70	18,146.13
F5	106,146.28	142,333.68	68,654.57	102,364.05	58,910.84
	\$5,047,138.71	\$5,220,306.39	\$4,810,002.07	\$4,476,422.10	\$4,469,473.81

COMHOURS CO. REGULAR	EARNINGS REGULAR	HOURS OVERTIME	EARNINGS OVERTIME	HOURS HOLIDAY	EARNINGS HOLIDAY	HOURS PERSONAL	EARNINGS PERSONAL	HOURS SICK	EARNINGS SICK	HOURS VACATION	EARNINGS VACATION	GROSS EARNINGS
NZL2,995.05	84.89	459.25	6,355.81	72.00	1,710.88	126.75	3,240.38					123,344.15
FICA TAX 9,346.10												
FED INCOME TAX 8,878.48												
STATE INCOME TAX 4,822.99												
SUI/SDI TAX												
TOTAL VOL. DEDUCTIONS 5,983.90												
TOTAL DIRECT DEPOSITS 73,260.44												
NET PAY 21,052.24												
*** REPORT TOTALS ***												
2,995.05	100,084.89	459.25	16,355.81	72.00	1,710.88	126.75	3,240.38					123,344.15
TOTAL FICA TAX 9,346.10												
TOTAL FED INCOME TAX 8,878.48												
TOTAL STATE INCOME TAX 4,822.99												
TOTAL SUI/SDI TAX												
NET PAY 21,052.24												
PR# 3 Gen \$ 7,934.63 + \$ 600.34 = \$ 8,534.97												
Hwy \$ 32,973.58 + \$ 2,499.22 = \$ 35,472.80												
PR# 4 Gen \$ 8,234.63 + \$ 623.34 = \$ 8,857.97												
Hwy \$ 24,440.01 + \$ 1,846.35 = \$ 26,286.36												
PR# 5 Gen \$ 19,594.63 + \$ 1,492.35 = \$ 21,086.98												
Hwy \$ 30,166.67 + \$ 2,284.47 = \$ 32,451.14												
\$ 123,344.15 \$ 9,346.10 \$ 132,690.22												





March 5, 2024

To the Town of Mexico Board Members and Town Supervisor Behling:

I regretfully resign my position as assessor for the town of Mexico effective March 30, 2024.

I will do my best to finish the tentative roll.

Sincerely

Karen Shaw