

Mexico Town Board Agenda  
Monday, August 12, 2024  
Town Hall, 64 S Jefferson St. Mexico, 7:00pm

1. Approval of Minutes-
2. Communications
  - o Audio Visual Equipment – McAuslan Hall
  - o Literacy Coalition Letter
  - o AG & Markets Joint Committee Update
  - o AG & Markets Grant Writing Support
3. Public Comment
4. Reports
  - o Town Clerk, Water Clerk
  - 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 Fire Department Update
  - o Water District Update
  - o McAuslan Hall Update
  - o Co Rt 64 Cemetery Update
5. Consider July 2024 Payroll
6. Marcia Delong – AG & Market Steering Committee Recommendation
7. Consider Towns Comprehensive IMA Plan
8. Community Park Feasibility Study – Met with Allison Perry
9. Other Business
10. Audit & Approve Abstracts
11. Adjourn



**Literacy Coalition**  
of Oswego County



**United Way of Greater  
Oswego County, Inc.**

**received**  
7-29-24 nzw

Nicole Wild, Town Clerk  
Town of Mexico  
64 S. Jefferson St.  
Mexico, NY 13114

July 29, 2024

Dear Ms. Wild,

I'm Andrew Eusebio, the coordinator for the Oswego County affiliate of Dolly Parton's Imagination Library. We are a book gifting program that provides and mails free high-quality, age-appropriate books each month to children from birth to five years old, with no cost to the family.

Administered by the Literacy Coalition of Oswego County, in partnership with United Way of Greater Oswego County, this free literacy program is available to families residing in Mexico and across Oswego County. We are currently serving 52% of eligible children in Mexico.

I'm writing to request to be added to the agenda for an upcoming monthly board meeting or workshop. I would like to give a short slideshow presentation to the Town of Mexico Town Board and provide updates about the program and its impact on families in the community.

I can be reached at [iloc@oswegounitedway.org](mailto:iloc@oswegounitedway.org) and 315-593-1900, Opt. 5, if you have questions or need additional information about the program. Thank you for your consideration and support of Imagination Library of Oswego County.

Sincerely,

Andrew Eusebio  
Coordinator, Imagination Library of Oswego County

**Imagination Library of Oswego County**  
Literacy Coalition of Oswego County  
c/o United Way of Greater Oswego County  
1 South First Street, Fulton, NY 13069  
[iloc@oswegounitedway.org](mailto:iloc@oswegounitedway.org) | (315) 593-1900, Opt. 5  
[www.OswegoImaginationLibrary.org](http://www.OswegoImaginationLibrary.org)

## Town/Village of Mexico

The Ag and Market Steering Committee is exploring the possibility for a Local Farmers Market. The School District (one of our partners) would be assisting us and we hope to have a member from the school on the subcommittee. Paul and Josh from Cooperative Extension are intricate resource for the planning and development of this market as well as all of our other partners. The goal of the Farmers Market is to focus on growth and development of local Agriculture and to bring people to the village.

We would like to get the Chamber on Board, at this time there is some reservation, we believe due to time commitments, but if we have a committee established perhaps they would be willing to join.

We are in the beginning stages of planning this for next year and are hoping that the Town and Village will sponsor this event. This would mean that it would fall under the general liability insurance of the municipalities. The subcommittee would explore the expense of this and perhaps any participation fee could be applied to that expense. We are hoping that a long range goal could be a small \$ amt to the general manager, a portion going to a scholarship at the school and a portion going back to the municipalities for expenses.

Seeking your approval for sponsoring this program. \_\_\_\_yea \_\_\_\_nea

The Steering Committee would like to establish a subcommittee. We are hoping to make this a family event, perhaps music at the gazebo, family movie in the HS parking lot, etc.

Seeking your approval to establish the subcommittee. \_\_\_\_yea \_\_\_\_nea

We are anticipating that we will need a Voluntary Market Manager (for now, perhaps later we could pay a small stipend). If the committee is established I believe this is one of the first things the committee should do and it will be presented to you for approval and clarification of reporting supervisor.

There is a Farmer's Market Resiliency Grant available too Villages and Towns. We would like you approval to explore this grant. \_\_\_\_yea \_\_\_\_nea

Thank you in advance for your consideration.

The Steering Committee

TO: Mexico Town Board  
FROM: Marcia Delong  
SUBJECT: Grants

While working on the Agricultural and Farmland Protection Plan grant I have had many discussions in regards to funding opportunities. My time and knowledge is somewhat limited though and I feel if we were to have another person or two involved it would be very helpful.

Allison Trudell is very interested in assisting with any future opportunities that we pursue, however, Allison has a full time position which at this time limits her availability. She may possibly retire in 2 years and if that happens at that point she has expressed an interest in exploring the possibility of taken on Grant writing for the Town. In the mean time there are opportunities that will pass us by if we do not take action. Etta Partrick has contacted me saying that she is interested in developing grant writing skills. She is in Florida which present some difficulties, but she could easily assist with various parts of grant applications, exploration and obtaining information. We also could utilize Zoom or FaceTime. Another person I would like to explore the opportunity of working with is Katie Stout. She is from Parish and has a great deal of experience in applying for environmental grants.

What I am asking the board to consider is allowing me to explore various opportunities and bring those to the board, if you decide to pursue any of them then I would ask that I be able to utilize Etta and Allison on a volunteer basis (at least for now). This would enable them to get experience, it would lesson the commitment that I would have to make, and it would assist with a long range plan for Grant writing in the Town.

If we determine that it would be more suitable to contract with Katie her fee would be negotiated per grant. I believe that she is a very valuable resource in our area that all of us can learn a great deal from her. If she were to write a grant and we were to assist with our town resources, ie: Allison, Etta, or I it would lower our overall cost.

I also would like permission to explore and if needed establish a log on for Federal Grant Programs

Thank you for your consideration and I look forward to your comments, suggestions and/or approval moving forward.

Marcia



TOWN CLERK'S MONTHLY REPORT

TOWN OF MEXICO, NEW YORK

JULY, 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				
	2	MARRIAGE LICENSES	NO. 24008 TO 24009	35.00
	24	CERTIFIED COPIES		312.00
		TOTAL TOWN CLERK FEES		347.00
A2544				
	32	DOG LICENSES		170.00
		TOTAL A2544		170.00
A2555				
	8	BUILDING PERMITS		2,432.00
		TOTAL A2555		2,432.00

TOWN CLERK'S MONTHLY REPORT

JULY, 2024

page 2

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	2,949.00
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	34.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	45.00
TOTAL DISBURSEMENTS	3,028.00

## Report by District

Total

## Payment History Write Off 's

**Grand- Totals :**

# 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 July 2024

8 building permits issued.

Issued seven Violations

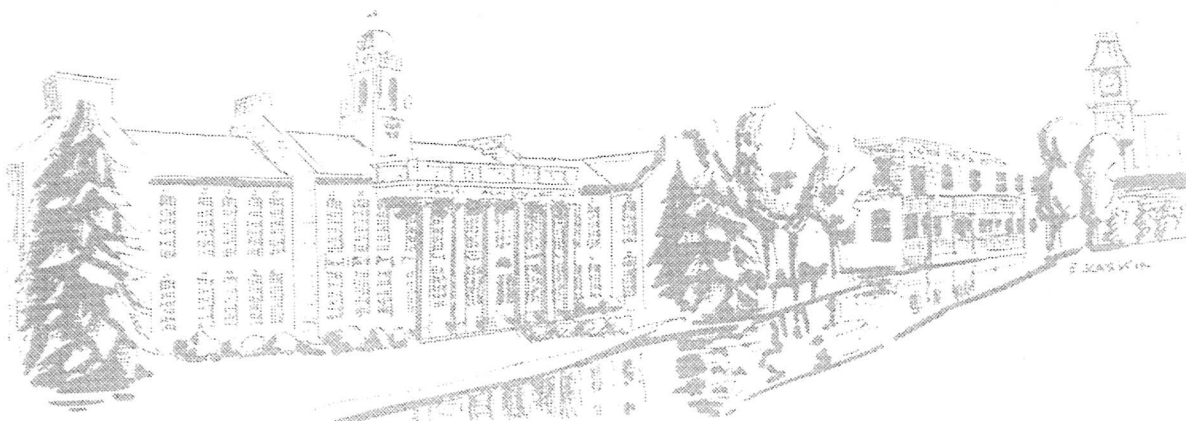
Issued an operating permit at Mexico point Park for the fireworks

Inspections are ongoing for 115 open building permits

Five water line inspections

Reports are attached.

Ronald J Marsden

A handwritten signature in black ink, appearing to read 'Ronald J. Marsden', with a long horizontal flourish extending to the right.

# Town of Mexico

Building Permits by Issued Date: 07/01/2024 - 07/31/2024

Permit# Applicant Name	Issued	Final	Property Owner & Location	Tax Map# Lot#	Fee	Project Cost
24-0039 Clark Gary	07/01/24		Clark Gary 21 Blunt Dr	082.16-01-07	53.00	2,000.00
24-0040 Rogers Sherry	07/01/24		Rogers Sherry 370 Kenyon Rd	172.00-01-38	180.00	21,000.00
24-0041 Harp Frank	07/08/24		Harp Frank 234 Pople Ridge Rd	171.00-03-11.04	576.00	125,000.00
24-0042 Mc Auslan Larry	07/08/24		Mc Auslan Larry 2467 Us Rt 11	173.00-04-12.11	210.00	100,000.00
24-0043 Wade Kara	07/08/24		Wade Kara Fort Leazier	116.00-02-29.06	633.00	250,000.00
24-0044 Burton Michael	07/12/24		Burton Michael 5 Marsden Dr	083.13-01-20	30.00	
24-0045 James Logan	07/29/24		James Logan 145 Kranz Rd	099.00-01-29.05	450.00	
24-0046 Bonacquisti Vera	07/29/24		Bonacquisti Vera 583 Co Rt 58	153.00-01-30	300.00	20,000.00
Total Count:		8		Total:	\$2,432.00	\$518,000.00

08/01/2024  
3:34:50

**TOWN OF MEXICO**  
BP - BP Transaction Report  
For the period 07/01/2024 through 07/31/2024

Type	Date	Comment	Name	Quantity	Fee
1.BP	07/01/2024	24-0040	ROGERS SHERRY	1	180.00
2.BP	07/01/2024	24-0039	CLARK GARY	1	53.00
3.BP	07/08/2024	24-0043	WADE KARA	1	633.00
4.BP	07/08/2024	24-0042	MCAUSLAN LARRY	1	210.00
5.BP	07/18/2024	24-0044	BURTON MICHAEL	1	30.00
6.BP	07/29/2024	RENEWAL 24-0045	LOGAN JAMES	1	450.00
7.BP	07/29/2024	24-0041	HARP FRANK	1	576.00
8.BP	07/31/2024	24-0046 BARN	BONACQUISTI, VERA	1	300.00
				8	2,432.00
Total Sales				8	2,432.00

# Town of Mexico

Other Permit Summary by Application Date Range: 07/01/2024 - 07/31/2024

Permit#	Date	Property Owner	Tax Map#	Fee	Type
Applicant Name		& Location	DBA		Description
24-0004	07/03/24	NYS Dept of Parks/Recreation	082.00-01-02	0.00	Operating Permit - Pyrotechnic Devices
NYS Dept of Parks/Recreation		Mexico Point Dr	Youngs Explosives		fireworks at the park
Total Count:		1	Total:	\$0.00	



# Town of Mexico

## Violation Summary by Date Range: 07/01/2024 - 07/31/2024

Violation#	Violator Name	Violation Date	Property Owner & Location	Tax Map#	Offense
24-0041	Beaudoin Alvin	07/16/24	Beaudoin Alvin 360 Kenyon Rd	172.00-01-31.02	junk vehicle law
24-0042	7 North Hamilton st LLC	07/17/24	7 North Hamilton st LLC 440-50 Tubbs Rd	117.00-01-14.06	Rubbish and Debris
24-0043	Fellows Phillip	07/17/24	Fellows Phillip 280 Cole Rd	100.00-02-04.04	Rubbish and Debris
24-0044	Lavoie Scott	07/17/24	Lavoie Scott 94 Sage Creek Rd	083.00-01-34.03	junk vehicle law
24-0045	Landrio Richard	07/17/24	Landrio Richard 2589 St Rt 104	135.00-03-15.01	Rubbish and Debris
24-0046	Landrio Richard	07/17/24	Landrio Richard 2589 St Rt 104	135.00-03-15.01	Open Storage yard with no permit
24-0047	Hillsboro Inlet LLC	07/31/24	Hillsboro Inlet LLC St Rt 3	099.00-03-30.13	junk vehicle law

**Total Count:** 7

## Highway Superintendent Report July 2024

General maintenance on equipment

Picking up roadside trash

Patching potholes throughout the town

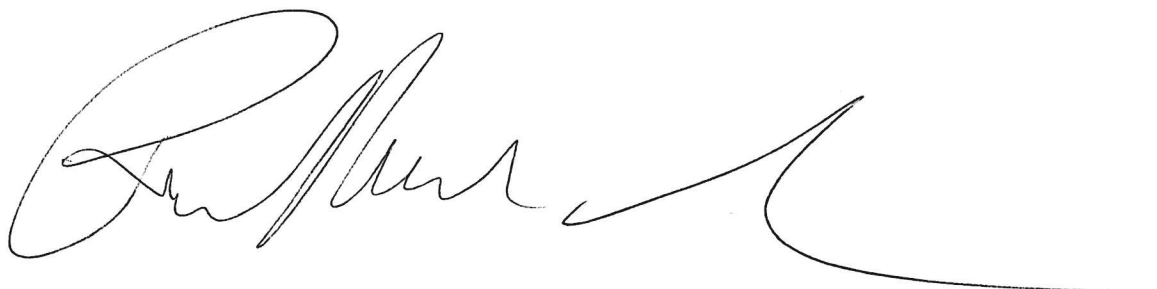
Mowing roadsides

Ditching throughout the town

Finished paving Minkler & Dewey rds

Mowing cemeteries , mexico point park, town office

Highway Superintendent

A large, stylized handwritten signature in black ink, likely belonging to the Highway Superintendent, positioned below the title.

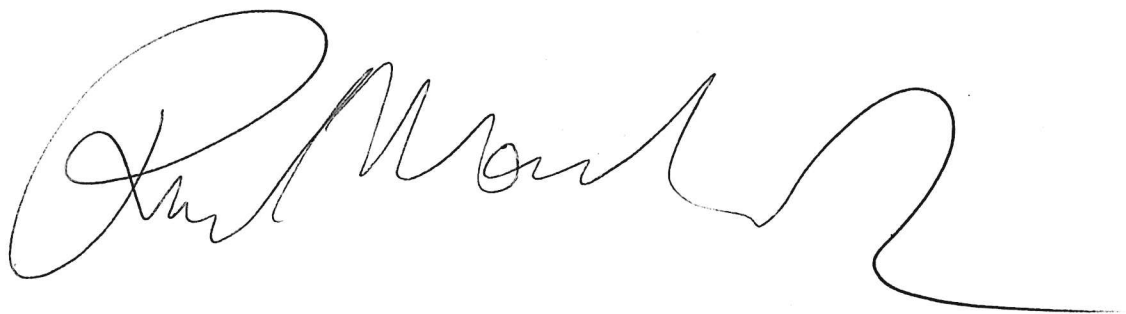
Community Park Report July 2024

Mowed and weedeated

Picked up trash throughout the park

Fixed door and light in mens room

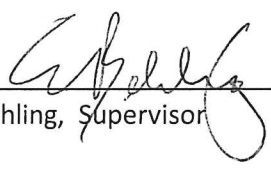
Park Grounds Manager

A handwritten signature in black ink, appearing to read "Paul Mont", with a long, sweeping flourish extending to the right.

**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 July 2024

	Prev Balance	\$ 2,233,018.26
24-Jul	Water Deposit	\$13,333.46
	Clerk Fees/Vital Records	\$173.86
	Dog Licenses	\$170.00
	Fines and Bail	\$3,825.00
	Building Permits	\$726.80
	July Interest	\$3,224.83
	Sub Total	<b>\$21,453.95</b>
	July Capital Interest	\$1,789.07
	Sub Total	<b>\$23,243.02</b>
		<b>\$ 2,256,261.28</b>
<b>HIGHWAY RECEIPTS</b>	Prev Balance	<b>\$2,063,020.89</b>
24-Jul	July Interest	\$644.69
	Sub Total	<b>\$644.69 \$2,063,665.58</b>
<b>GENERAL EXPENSES</b>		
	EEHC	(\$173.34)
	Paid Vouchers	\$53,633.40
	Payrolls	\$43,491.88
	TNH H.I. Reimbursement	(\$882.01)
	Sub Total	<b>\$96,069.93</b>
<b>HIGHWAY EXPENSES</b>		
	EE CURRENT HC CONTRIBUTION	(\$467.24)
	Paid Vouchers	\$117,881.83
	Payrolls	\$35,992.05
	Retiree Supplemental H.I. Reimbursement	\$0.00
	Sub Total	<b>\$153,406.64</b>
	GENERAL Balance	<b>\$2,160,191.35</b>
	HWY Balance	<b>\$1,910,258.94</b>
	Total	<b>\$4,070,450.29</b>

  
Eric Behling, Supervisor

  
Date

# CASH REPORT

FUND	24-Jul	23-Jul	22-Jul	21-Jul	20-Jul
A	\$1,001,087.88	\$1,027,234.12	\$1,031,939.34	\$1,062,802.14	\$846,417.67
Capt. Res	\$730,396.23	\$625,698.04	\$533,632.48	\$443,108.75	\$361,248.80
B	(\$392,161.42)	(\$155,124.08)	\$13,474.81	\$126,866.65	\$143,327.32
DA	\$1,046,723.24	\$965,515.71	\$1,220,659.54	\$863,929.63	\$589,758.42
DB	\$966,707.18	\$899,979.33	\$386,509.15	\$521,580.33	\$974,389.33
SF	\$6,531.29	\$5,531.29	\$5,758.29	\$14,985.29	\$22,131.29
SM	\$4,167.90	\$4,468.18	\$3,917.90	\$3,269.64	\$2,531.52
SS	\$7,666.15	\$6,130.15	\$5,194.15	\$5,062.15	\$4,798.15
ST	\$1,955.93	\$2,788.65	\$3,249.35	\$3,564.69	\$3,626.21
FO	\$426,579.33	\$396,731.44	\$378,389.17	\$373,660.58	\$369,534.75
F2	\$295,604.85	\$262,620.56	\$241,704.05	\$236,773.99	\$211,042.52
F3	\$58,779.37	\$52,587.23	\$54,694.88	\$57,814.47	\$59,657.48
F5	\$105,835.79	\$97,169.48	\$29,802.63	\$22,313.33	\$1,296,018.17
TA	\$28,788.09	\$26,135.23	\$25,667.45	\$18,772.73	\$17,159.14
TOTAL	\$4,288,661.81	\$4,217,465.33	\$3,934,593.19	\$3,754,504.37	\$4,901,640.77

COMHOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	HOURS	EARNINGS	GROSS
CO REGULAR	REGULAR	OVERTIME	OVERTIME	HOLIDAY	HOLIDAY	PERSONAL	PERSONAL	SICK	SICK	VACATION	VACATION	EARNINGS
NZ11,714.10	68,531.81	20.50	741.68	102.00	2,397.58	85.25	2,161.22					73,881.04
<div> <div>FICA TAX 5,602.89</div> <div>FED INCOME TAX 4,460.83</div> <div>STATE INCOME TAX 2,679.66</div> <div>SUI/SDI TAX</div> </div>												
<div> <div>20.50</div> <div>741.68</div> <div>102.00</div> <div>2,397.58</div> <div>85.25</div> <div>2,161.22</div> <div>73,881.04</div> </div>												
<div> <div>*** REPORT TOTALS ***</div> <div>1,714.10</div> <div>68,531.81</div> <div>20.50</div> <div>741.68</div> <div>102.00</div> <div>2,397.58</div> <div>85.25</div> <div>2,161.22</div> <div>73,881.04</div> </div>												
<div> <div>TOTAL FICA TAX 5,602.89</div> <div>TOTAL FED INCOME TAX 4,460.83</div> <div>TOTAL STATE INCOME TAX 2,679.66</div> <div>TOTAL SUI/SDI TAX</div> </div>												
<div> <div>TOTAL DIRECT DEPOSITS 40,541.49</div> <div>NET PAY 17,576.10</div> </div>												
<div> <div>PR# 14 Gen Hwy</div> <div># 12,606.34 + # 957.74 = # 13,564.08</div> <div># 16,432.83 + # 1,239.25 = # 17,672.08</div> </div>												
<div> <div>PR# 15 Gen Hwy</div> <div># 27,807.17 + # 2,120.63 = # 29,927.80</div> <div># 17,034.70 + # 1,285.27 = # 18,319.97</div> <div># 73,881.04 + # 5,602.89 = # 79,483.93</div> </div>												



TO: Mexico Town and Village Boards

FROM: Agricultural and Farmland Protection Plan Steering Committee

Attached please find Nan Strozenburg's Generic Scope of Work prepared for the consultant position, which is part of the Agricultural and Farmland Protection Plan's requirement. Paid for by grant funds.

Paul Forestier and Josh Vrooman from the Cornell Cooperative Extension (one of our partners) had some great additions that they would like to see in the proposal. I have spoken with Nan about these concerns and they will be addressed:

1. The scope of work should entail not only Ag and Farmland Protection, but also food systems planning. Building a local, community-based food system can help spur on new agriculture economic development. *Absolutely*
2. Under step 2 - there should be four parts to the survey rather than three: farmer, farmland owner, public, and Ag agencies. *(we will do this thru a subcommittee and/or hosting of various groups, definitely important)*
3. Any future planning should also incorporate updates to the NYS's climate impact assessment that highlights the challenges of a warming climate and increases in extreme weather. NYS recently updated their climate assessment earlier this year, which can be found in the link below. Chapter 3 is on agriculture with lead authors being Deborah Aller and Allison Chatrchyan from Cornell University. *(Nan's proposal has this already)*
4. Lastly, we recommend the consultant provide a presentation about their proposal, so there is opportunity to meet with them to review in case there are changes that need to be made. Preference would be in-person if possible. *(This will be done)*

There also was a question in regards to SEQRA and this has been addressed.

After review of the Generic Scope of Work the Steering Committee is requesting that the Town and Village Boards request a formal proposal from Nan Stolzenburg, Planning Better Places.

Thank you,  
The Steering Committee



## Community Planning and Environmental Associates

152 Stolzenburg Road, Berne, NY 12023

518-248-8542 • [planningbetterplaces.com](http://planningbetterplaces.com)

### Generic Scope of Work – Town Agricultural and Farmland Protection Plan

June 2024

#### Task

#### Step 1: Characterization of Current Agricultural Conditions in Town

Kick-off Meeting/Town Tour

Collect Agricultural Data (from interviews, Ag Census, Farmers/Farmland Owners, Federal data, County data, and other sources)

GIS Mapping and Analysis of soils, ag districts, ag parcels, water/wetlands and other natural features related to agriculture, ag assessments, types of farms, development pressures (sewer/water, subdivision, building permit, and other activity), optional analysis for build out analysis to show potential impacts of current zoning on farmland, solar

Review of Town and Regional Plans and Studies that relate or impact agriculture

Inventory Ag Programs and Support available in the town and County/Region

Farm Friendly Audit of Local Regulations and Comprehensive Plan

Farmland prioritization (required by NYS Ag and Markets)

#### Step 2: Public Input

Survey – usually three parts – farmer, farmland owner, public

Project Website/Webpage – to keep project transparent and public up to date

Community Open House to identify challenges, barriers, strengths, needs, ideas, vision,

(There may be other opportunities such as farmers markets, community events, etc. to gain input)

Farmer/Farmland Owner Interviews – Specific stakeholders chosen by committee

Two to four Focus Groups – small group meetings to explore specific topics that need further detail/exploration. Topics to be chosen locally by committee and facilitated by consultants, usually done after survey.

Advisory Committee Meetings and Coordination (Usually monthly, two-hour meetings)

**Step 3: Compilation of Strengths, Weaknesses, Opportunities, Threats Analysis – based on all of above information learned organized.**

**Step 4: Drafting Vision, Goals and Objectives to set direction of plan**

**Step 5: Development of actions, strategies, policies, programs, recommendations**

**Step 6: Draft Documents**

**Step 7: Public Hearing(s), edits to draft plan as needed**

**Step 8: Final Plan development and adoption process including SEQR**

**Step 9: ArcGIS Online StoryMap**



**INTERMUNICIPAL COOPERATION AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024,  
by and between the **TOWN OF MEXICO**, a municipal corporation, with offices located at 64 S.  
Jefferson Street, Mexico, NY 13114 (hereinafter referred to as the “Town”), and the **VILLAGE**  
**OF MEXICO**, a municipal corporation, with offices located at 3236 Main Street, Mexico, NY  
13114 (hereinafter the “Village”).

**WITNESSETH:**

**WHEREAS**, §272-a(1) of the New York State Town Law provides, in relevant part, as  
follows:

- “(a) Significant decisions and actions affecting the immediate and long-range protection, enhancement, growth and development of the state and its communities are made by local governments.
- (b) Among the most important powers and duties granted by the legislature to a town government is the authority and responsibility to undertake town comprehensive planning and to regulate land use for the purpose of protecting the public health, safety and general welfare of its citizens.
- (c) The development and enactment by the town government of a town comprehensive plan which can be readily identified, and is available for use by the public, is in the best interest of the people of each town.
- (d) The great diversity of resources and conditions that exist within and among the towns of the state compels the consideration of such diversity in the development of each town comprehensive plan.
- (e) The participation of citizens in an open, responsible and flexible planning process is essential to the designing of the optimum town comprehensive plan.
- (f) The town comprehensive plan is a means to promote the health, safety and general welfare of the people of the town and to give due consideration to the needs of the people of the region of which the town is a part.
- (g) The comprehensive plan fosters cooperation among governmental agencies planning and implementing capital projects and municipalities that may be directly affected thereby.

- (h) It is the intent of the legislature to encourage, but not to require, the preparation and adoption of a comprehensive plan pursuant to this section.”; and

**WHEREAS**, §7-722(1) of the New York State Village Law contains identical provisions with regard to a village’s Comprehensive Plan; and

**WHEREAS**, both New York State statutes define the Town and Village Comprehensive Plan, in relevant part, as follows:

“The materials, written and/or graphic, including, but not limited to, maps, charts, studies, resolutions, reports and other descriptive materials that identify the goals, objectives, principles, guidelines, policy standards, devices and instruments for the immediate and long-range protection, enhancement, growth and development of the [municipality] located”; and

**WHEREAS**, both New York State statutes provide, in relevant part, that the Town Board and/or Village Board of Trustees may by resolution prepare a Town/Village Comprehensive Plan and amendments thereto; and

**WHEREAS**, the contents of the Town and/or Village Comprehensive Plan, as set forth in Town Law §272-a(3) may include the following topics at a level of detail adapted by the special requirements of the municipality:

- “(a) General statements of goals, objectives,, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth and development of the town are based.
- (b) Consideration of regional needs and the official plans of other government units and agencies within the region.
- (c) The existing and proposed location and intensity of land uses.
- (d) Consideration of agricultural uses, historic and cultural resources, coastal and natural resources and sensitive environmental areas.
- (e) Consideration of population, demographic and socio-economic trends and future projections.
- (f) The location and types of transportation facilities.

- (g) Existing and proposed general location of public and private utilities and infrastructure.
- (h) Existing housing resources and future housing needs, including affordable housing.
- (i) The present and future general location of educational and cultural facilities, historic sites, health facilities and facilities for emergency services.
- (j) Existing and proposed recreation facilities and parkland.
- (k) The present and potential future general location of commercial and industrial facilities.
- (l) Specific policies and strategies for improving the local economy in coordination with other plan topics.
- (m) Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- (n) All or part of the plan of another public agency.
- (o) Any and all other items which are consistent with the orderly growth and development of the Town.”; and

**WHEREAS**, §7-722(3) of the Village Law contains identical provisions with regard to the topics which may be included in the Village Comprehensive Plan; and

**WHEREAS**, §272-a of the Town Law and §7-722 of the Village Law provide, in relevant part, that all of the Town’s/Village’s land use regulations must be in accordance with the Comprehensive Plan adopted pursuant to these sections of the law; and

**WHEREAS**, the Town adopted a Comprehensive Plan on July 14 2003; and

**WHEREAS**, the Village has not adopted a Comprehensive Plan; and

**WHEREAS**, both the Town and the Village want to adopt a joint Comprehensive Plan;  
and

**WHEREAS**, both the Town Law and Village Law recommend periodic reviews of the adopted Comprehensive Plan; and



**WHEREAS**, the New York State Town Law and Village Law provide, in relevant part, that all Town/Village land use regulations must be in accordance with a Comprehensive Plan adopted pursuant to the respective sections of the law; and

**WHEREAS**, the Town Board and the Village Board have determined that the current zoning codes for the respective municipalities are in need of revision and update, and that, as a condition precedent to that process, the joint Comprehensive Plans of the Town and Village must be updated in accordance with the requirements of the New York State Law and Village Laws; and

**WHEREAS**, the Village Board of Trustees has resolved to pledge the amount of not more than \$23,500 towards the completion of the joint Town and Village Comprehensive Plan through the NYS Regional Planning and Development Board at a meeting on April 5, 2023; and

**WHEREAS**, the New York State Town and Village statutes provide, in relevant part, that the municipalities may by resolution direct a “special board” to prepare the proposed amendments to the Comprehensive plan and prescribe certain procedures to be followed by the special board and the respective municipal boards in adoption of the Comprehensive Plan amendments; and

**WHEREAS**, the Town Board and the Village Board, on or about January 9, 2024, created a Comprehensive Plan committee and appointed the following members to that committee:

1. Eric Behling
2. Lori Burrows
3. Marcia Delong
4. Allison Perry

5. Terry Grimshaw
6. Amanda Magro
7. Gary Toth
8. Nancy Weber

**WHEREAS**, the Town and the Village are desirous of ensuring that the Comprehensive Plan revision process is carried out in full compliance with the requirements of §272-a of the Town Law and §7-722 of the Village Law and is conducted in a manner which is fully open, transparent and inclusive of the comments, recommendations and concerns of the residents of the Town and the Village.

**NOW, THEREFORE**, pursuant to the provisions of Article 5-g, §119-o of the General Municipal Law of the State of New York, the parties hereto agree as follows:

1. That the “Comprehensive Plan Committee” is hereby reconstituted as a “Special Board” pursuant to the provisions of §272-a(6)(b) of the Town Law and §7-722(6)(b) of the Village Law. However, the said Board shall continue to be commonly referred to as the “Mexico Comprehensive Plan Update Committee” (“Committee”).
2. The Committee shall function in an advisory capacity.
3. The Committee shall have the right to establish its own rules of procedure for the conduct of its meetings and public participation and comment at those meetings.
4. The Committee shall provide reports on its work and progress to the Town Board and the Village Board on a periodic basis. Those reports shall be presented to the Boards in open sessions of the respective municipal boards and shall be posted on the parties’ websites and filed in the offices of the Town and Village Clerks.

5. In addition to the public hearings and meetings required of the Committee by New York State Law, the Committee shall also conduct “focus groups” to receive input, comments, and concerns of various segments of the communities on the proposed Comprehensive Plan amendments. Those focus groups may be conducted by one or more individual members of the Committee not constituting a quorum of the same, and shall not be subject to the requirements of the Open Meetings Law, but a report of the information gained from those focus groups shall be made to the Committee for utilization by the Committee in performing its functions and shall be part of the records of the Committee.
6. The Town Board and the Village Board shall conduct joint public hearings in accordance with the requirements of the New York State laws with regard to the adoption of the Comprehensive Plan and shall adhere to the requirements of §7-722 of the Village Law and §272-a of the Town Law and New York State Environmental Quality Review Act (“SEQRA”) in the Comprehensive Plan amendment adoption process.
7. All notices pursuant to the IMA shall be addressed as set forth herein:

**Town of Mexico**

Eric Behling, Town Supervisor  
64 S. Jefferson  
Mexico, NY 13114  
315-963-7633

**Village of Mexico**

Terry Grimshaw, Mayor  
3236 Main Street  
Mexico, NY 13114  
315-963-7564

8. The term of this agreement shall be for 2 years and shall terminate on the adoption of the amended joint Comprehensive Plan.
9. Each party agrees to indemnify and hold harmless the other party and its respective agents, officials and employees from any cause, claim, action, liability, fine, penalty or proceeding including all reasonable attorneys' fees arising directly, or indirectly, out of the negligent acts or omissions of the other party.
10. This agreement constitutes the complete understanding of the parties. No modification of any provisions hereof shall be valid unless in writing and signed by both parties.
11. No waiver of any breach of any condition of this agreement shall be binding unless in writing and signed by the other party waiving such breach. No such waiver shall, in any way, affect any other term or condition of this agreement or constitute or excuse for repetition of such or any other breach unless the waiver shall include the same.

**IN WITNESS WHEREOF**, the undersigned municipalities have caused this agreement to be signed by its duly authorized officer after approval of the respective municipal boards by Resolution as of the day and year first above written.

TOWN OF MEXICO

DATED: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
ERIC BEHLING, Supervisor

VILLAGE OF MEXICO

DATED: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
TERRY GRIMSHAW, Mayor