

Mexico Town Board Agenda  
Monday, September 9, 2024  
Town Hall, 64 S Jefferson St. Mexico, 7:00pm

1. Approval of Minutes-
2. Communications
  - o Citi Spotlight
  - o Water Review
  - o Carollynn Rivers – Smoke Free Policy Letter
  - o Debbie Hunsberger Deputy Town Clerk Resignation Letter
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 – Audio/Visual Display Equipment
  - o Co Rt 64 Cemetery Update
5. Consider August 2024 Payroll
6. Assessor's August Report
7. Other Business
8. Audit & Approve Abstracts
9. Adjourn

# **CiTi** *THE* **SPOTLIGHT**

2023-2024 SCHOOL YEAR QUARTER 4

## Novelis Oswego Works

# HELLO SUMMER!

## Novelis-Oswego Offers Summer 2025 Internships to CiTi New Vision High School Graduates

On the last day of their New Vision engineering rotation, local high school seniors Julia Searer, Brody Orr and Parker Koproski received paid internship offers to return to Novelis the summer after their first year of college.

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## STAFF

## POTLIGHT

**Casey Widger**

*Teacher*  
Exceptional Education

**STARTED WORKING AT CITI?**  
2022
**WHAT DOES YOUR JOB ENTAIL?**

I am an elementary special education teacher for grades 1-3 at Stepping Stones.

**FUN FACT ABOUT YOU?**

I'm a girl dad who loves music and the outdoors.

The Center for Instruction, Technology & Innovation shall continue its policy of providing educational opportunities for all students who wish to enroll in any course without regard to race, sex, religion, national origin or creed. The Title IX Compliance Officers are Roseann Bayne and Kristen Foland. They can be reached by calling 315.963.4251 or by mail at 179 County Route 64, Mexico, NY 13114.

## THE SPOTLIGHT

**2023-2024 School Year Quarters 4**

Christopher J. Todd • District Superintendent

179 County Route 64, Mexico, NY 13114, 315.963.4251, CiTiboces.org

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## **Town of Mexico Water Operations**

At the request of the Town Board, I conducted a review of the operating results of the Town's four water districts for a three-year period 2021 to 2023. The results of this review were then compared to budgets developed by the Board for the same period. Lastly, each district's ending fund balances (restricted and unrestricted) were analyzed for sufficiency and reasonableness.

### **Financial Condition Overview**

Maintaining a reasonable amount of unrestricted fund balance is an important financial consideration because it provides a cushion for unforeseen expenditures or revenue shortfalls and helps to ensure that adequate cash flow is available to meet the cost of water operations. In addition, reserve funds (a.k.a. "restricted" fund balance) provide a mechanism for legally saving money to finance all or part of future water district infrastructure, equipment and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance water district capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise EDU assessments. Combining a reasonable level of unrestricted fund balance with legally established reserve funds provides resources for both unanticipated events and other identified or planned needs.

To effectively manage a water district's fund balance levels the Board must develop structurally balanced budgets that avoid reliance on one-shot revenues and use reoccurring revenues to pay for reoccurring expenditures. In addition, creating multiyear financial plans allow town officials to identify developing revenue and expenditure trends, set long-term priorities and goals and consider the impact of current budgeting decisions on future years. These plans also allow town officials to assess the impact and merits of alternative approaches to address financial needs, such as the use of fund balance to finance water operations.

The results of the review of each water district and recommendations for the Board follow:

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### **Water District #1**

Estimated revenues and expenditures for 2021 and 2022 were reasonable generating small operational surpluses averaging approximately \$11,180. During the 2023 year the district generated a \$49,820 operating surplus which contributed to an already excessive unrestricted fund balance at 12/31/23. A major contributor to this surplus was a large increase to water use revenues (F02140) which increased by approximately 35% from the two previous years. Had this increase been anticipated prior to budget development that year, the district's EDU charges could have been reduced by 9%.



At 12/31/23 the water district's unrestricted fund balance was \$432,956 which is 115% of the ensuing year's budgeted appropriations. Generally, it is recommended that a district retain a "reasonable amount" of unrestricted fund balances each year. While the term "reasonable" is a subjective term, many financial experts recommend unrestricted fund balances in a range of 20 to 30 percent of the ensuing year's budgeted appropriations. At the bottom of the attached analysis of District #1, you will see a calculation of the amount of excessive fund balance that would need to be applied to reduce unrestricted fund balances to a more reasonable percentage level (20, 25 or 30). For example, if the Board chose to retain an unrestricted fund balance level equivalent to 25% of the 2024 budgeted appropriations in this water district it would need to apply \$338,816 in one or more of the following ways:

1. Create and fund a capital reserve fund to assist with future capital improvements or equipment and thereby reduce the need for borrowing. Likewise, the Board may want to consider a repair reserve to assist with future major repairs to water district equipment (pumps, generators, etc.)
2. Apply a portion of this excess directly to the principal portion of outstanding bond debt (if allowed by the lender) to reduce future bond interest expenditures.
3. Appropriate a portion of this excess fund balance each year in the budget to reduce the EDU revenues necessary to balance the budget. If this option is employed, the Board should be mindful of its ability to sustain this type of appropriation each year because, if applied improperly, this option can result in fund balances being reduced to fiscal stress levels and/or an increase to EDU revenues needed to balance the budget.

The Board should define the level of unrestricted fund balance they wish to retain each year (e.g., 25%) in this fund and specify how excesses will be applied when levels exceed desired levels. After defining that level, the board should then discuss which of the options discussed above they wish to employ. The Board should also review current water use revenue (F2.2140) numbers to arrive at more realistic estimates and consider the need to reduce the amount to be raised in EDU assessments.

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## **Water District #2**

Similar to reported above for Water District #1, estimated revenues and expenditures for 2021 and 2022 were reasonable generating small operational surpluses averaging approximately \$12,630. During the 2023 year the district generated a \$33,414 operating surplus which contributed to an already excessive unrestricted fund balance at 12/31/23. A major contributor to this surplus was a large increase to water use revenues which increased by approximately 60% from the previous year. Had this increase been anticipated (budgeted) that year, the district's EDU charges could have been reduced by 12%.

At 12/31/23 the water district's unrestricted fund balance was \$273,717 which is 109% of the ensuing year's budgeted appropriations. At the bottom of the attached analysis of District #2, you will see a calculation of the amount of excessive fund balance that would need to be applied to reduce unrestricted fund balances to a more reasonable percentage level (20, 25 or

30). For example, if the Board chose to retain an unrestricted fund balance level equivalent to 25% of the 2024 budgeted appropriations in this water district, they would need to apply \$210,964 in one of the ways discussed above in Water District #1.

The Board should define the level of unrestricted fund balance they wish to retain each year (e.g., 25%) in this fund and specify how excesses will be applied when levels exceed desired levels. After defining that level, the board should then discuss which of the options discussed above they wish to employ. The Board should also review current water use revenue (F2.2140) numbers to arrive at more realistic estimates and consider the need to reduce the amount to be raised in EDU assessments.

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### **Water District #3**

The majority of this district's estimated revenues and expenditures for the three-year period examined generated deficits in two of the three years resulting in an average operating deficit of approximately \$734. The district's unrestricted fund balance at 12/31/23 was \$18,173 which is 21% of the ensuing year's budgeted appropriations and was increased from the previous year due to an operating surplus of \$5,133. This surplus was largely the result of a 61% increase to water use revenues (F3.2140).

Given the district's current 21% unrestricted fund balance at 12/31/23, it is not unreasonable to assume that the current budget estimates, water rates and EDU assessments would be sufficient to reach a 25% level of unrestricted fund balance at the end of the 2024 year. However, if the Board wishes to establish reserve funds to provide funding for future capital improvements and significant repair expenditures, they should build provisions in future budgets to fund such reserves.

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### **Water District #5**

During the first full year of operations (2022) the district t generated a \$70,839 operating surplus largely due to an unbudgeted \$64,885 grant revenue. This one-shot grant revenue should not be relied upon to finance reoccurring expenditures in future years. As the number of users in this district increase and water use revenues increase, the district should have sufficient revenues in the short run to meet operating costs without raising water rates and/or EDU assessments. However, if the Board wishes to establish reserve funds to provide funding for future capital improvements and/or significant repairs, they will need to make provisions in future budgets to fund such reserves which will likely create the need for them to increase water use rates and/or EDU assessments.

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**Recommendations**

The Board should develop a fund balance policy that defines the level of unrestricted fund balance they wish to retain each year (e.g., 25%) for each water district. In addition, the Board should develop a multiyear financial plan to establish the goals and objectives for funding long-term operating and capital needs. This plan should address the use of unrestricted surplus funds and funding of reserves, and it should be monitored and updated on an ongoing basis. For more information and guidance in establishing water district reserve funds Town officials should consult the publication titled “Reserve Funds” available on the State Comptroller website ([reserve-funds.pdf \(ny.gov\)](#)).



**WATER DISTRICT #1**

ACCOUNT DESCRIPTION	FY 2021			FY 2022			FY 2023			2024 BUDGET
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>										
FO.1030.000										
FIXED CHG EDU	\$267,977	\$267,977	\$0	\$279,843	\$279,843	\$0	\$287,235	\$287,235	\$0	\$294,461
FO.2140.000										
WATER REVENUE	\$69,000	\$78,728	\$9,728	\$80,000	\$78,366	(\$1,634)	\$80,000	\$105,830	\$25,830	\$80,000
FO.2148.000										
WATER - INT & PENALTIES	\$750	\$1,854	\$1,104	\$1,600	\$1,827	\$227	\$1,600	\$1,752	\$152	\$1,600
FO.2401.000										
INTEREST & EARNINGS	\$500	\$360	(\$140)	\$500	\$450	(\$50)	\$500	\$3,144	\$2,644	\$500
<b>TOTAL REVENUES</b>	<b>\$338,227</b>	<b>\$348,920</b>	<b>\$10,693</b>	<b>\$361,943</b>	<b>\$360,487</b>	<b>(\$1,456)</b>	<b>\$369,335</b>	<b>\$397,960</b>	<b>\$28,625</b>	<b>\$376,561</b>
<b>EXPENDITURES</b>										
FO.1110.100										
Water Personal Services	\$11,700	\$1,200	\$10,500	\$9,200	\$1,200	\$8,000	\$9,200	\$1,224	\$7,976	\$9,200
FO.8130.400										
WATER - INSURANCE	\$800	\$0	\$800	\$800	\$0	\$800	\$800	\$0	\$800	\$800
FO.8320.000										
WATER - CONTRACTUAL	\$39,500	\$49,662	(\$10,162)	\$55,000	\$80,424	(\$25,424)	\$55,000	\$80,659	(\$25,659)	\$65,000
FO.8330.000										
EXCESS FUNDING	\$22,957		\$22,957	\$19,873	\$0	\$19,873	\$24,275	\$0	\$24,275	\$18,510
FO.8340.000										
WATER - PURCHASES	\$59,000	\$65,384	(\$6,384)	\$70,000	\$79,251	(\$9,251)	\$70,000	\$56,808	\$13,192	\$70,000
FO.9030.800										
Social Security	\$895	\$92	\$803	\$704	\$92	\$612	\$704	\$94	\$610	\$704
FO.9720.000										
WATER - PRIN PYMT	\$203,375	\$203,375	\$0	\$206,366	\$206,366	\$0	\$209,356	\$209,356	\$0	\$212,347
<b>TOTAL EXPENDITURES</b>	<b>\$338,227</b>	<b>\$319,712</b>	<b>\$18,515</b>	<b>\$361,943</b>	<b>\$367,333</b>	<b>(\$5,390)</b>	<b>\$369,335</b>	<b>\$0</b>	<b>\$348,140</b>	<b>\$376,561</b>
<b>SURPLUS (DEFICIT)</b>			<b>\$29,207</b>			<b>(\$6,846)</b>			<b>\$49,820</b>	

BALANCE SHEET	2021	2022	2023
FO.200, CASH	\$375,361	\$368,515	\$420,319
FO.380, ACCOUNTS RECEIVABLE	\$14,679	\$14,679	\$14,679
<b>TOTAL ASSETS</b>	<b>\$390,040</b>	<b>\$383,194</b>	<b>\$434,999</b>
FO.600, ACCOUNTS PAYABLE	\$0	\$0	\$2,043
<b>TOTAL LIABILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,043</b>
FO.915, ASSIGNED FUND BALANCE	\$390,040	\$383,194	\$432,956
<b>TOTAL FUND BALANCE</b>	<b>\$390,040</b>	<b>\$383,194</b>	<b>\$432,956</b>
Ensuing Year Budget	\$361,943	\$369,335	\$376,561
FB as % of Expenditures	107.8%	103.8%	115.0%

Excess @ 20%      \$357,644  
 Excess @ 25%      \$338,816  
 Excess @ 30%      \$319,988

WATER DISTRICT #2

ACCOUNT DESCRIPTION	FY 2021			FY2022			FY 2023			2024 BUDGET
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>										
F2.1030.000										
FIXED CHG EDU	\$186,292	\$188,782	\$2,490	\$194,032	\$196,505	\$2,473	\$198,581	\$198,581	\$0	\$206,108
F2.2140.000										
WATER REVENUE	\$25,000	\$34,964	\$9,964	\$38,000	\$40,189	\$2,189	\$38,000	\$64,175	\$26,175	\$41,000
F2.2148.000										
WATER - INT & PENALTIES	\$400	\$485	\$85	\$400	\$821	\$421	\$400	\$795	\$395	\$400
F2.2401.000										
INTEREST & EARNINGS	\$500	\$360	(\$140)	\$500	\$438	(\$62)	\$500	\$3,144	\$2,644	\$800
F2.2770.000										
MISC REVENUES	\$2,490	\$0	(\$2,490)	\$2,590	\$0	(\$2,590)	\$2,640	\$2,640	\$0	\$2,690
<b>TOTAL REVENUES</b>	<b>\$214,682</b>	<b>\$224,591</b>	<b>\$9,909</b>	<b>\$235,522</b>	<b>\$237,954</b>	<b>\$2,432</b>	<b>\$240,121</b>	<b>\$269,334</b>	<b>\$29,213</b>	<b>\$250,998</b>
<b>EXPENDITURES</b>										
F2.1110.100										
Water Personal Services	\$1,200	\$4,155	(\$2,955)	\$1,200	\$6,033	(\$4,833)	\$1,200	\$3,687	(\$2,487)	\$1,200
F2.8310.000										
WATER - INSURANCE	\$1,000	\$0	\$1,000	\$800	\$0	\$800	\$800	\$0	\$800	\$800
F2.8320.000										
WATER - CONTRACTUAL	\$19,000	\$18,783	\$217	\$25,000	\$38,774	(\$13,774)	\$26,000	\$48,944	(\$22,944)	\$38,000
F2.8330.000										
EXCESS FUNDING	\$18,290	\$0	\$18,290	\$24,030	\$0	\$24,030	\$25,229	\$0	\$25,229	\$18,706
F2.8340.000										
WATER - PURCHASES	\$23,000	\$28,932	(\$5,932)	\$30,000	\$33,326	(\$3,326)	\$30,000	\$26,208	\$3,792	\$33,000
F2.9030.800										
Social Security	\$92	\$318	(\$226)	\$92	\$462	(\$370)	\$92	\$282	(\$190)	\$92
F2.9055.800										
DISABILITY INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F2.9720.000										
WATER - PRIN PYMT	\$152,100	\$152,100	\$0	\$154,400	\$154,400	\$0	\$156,800	\$156,800	\$0	\$159,200
<b>TOTAL EXPENDITURES</b>	<b>\$214,682</b>	<b>\$204,288</b>	<b>\$10,394</b>	<b>\$235,522</b>	<b>\$232,995</b>	<b>\$2,527</b>	<b>\$240,121</b>	<b>\$235,920</b>	<b>\$4,201</b>	<b>\$250,998</b>
<b>SURPLUS (DEFICIT)</b>			<b>\$20,302</b>			<b>\$4,959</b>			<b>\$33,414</b>	

BALANCE SHEET	2021	2022	2023
FO.200, CASH	\$235,181	\$240,140	\$273,857
FO.380, ACCOUNTS RECEIV	\$206	\$206	\$206
<b>TOTAL ASSETS</b>	<b>\$235,387</b>	<b>\$240,346</b>	<b>\$274,063</b>
FO.600, ACCOUNTS PAYABL	\$0	\$0	\$350
<b>TOTAL LIABILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$350</b>
F2.915, ASSIGNED FUND BA	\$235,387	\$240,346	\$273,713
<b>TOTAL FUND BALANCE</b>	<b>\$235,387</b>	<b>\$240,346</b>	<b>\$273,713</b>
Ensuing Year Budget	\$235,522	\$240,121	\$250,998
FB as % of Expenditures	99.9%	100.1%	109.1%

Excess @ 20% \$223,514  
Excess @ 25% \$210,964  
Excess @ 30% \$198,414

WATER DISTRICT #3

ACCOUNT DESCRIPTION	FY 2021			FY 2022			FY2023			2024 BUDGET
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>										
F3.1030.000										
FIXED CHG EDU	\$71,616	\$71,616	\$0	\$74,905	\$74,304	(\$601)	\$75,155	\$74,558	(\$597)	\$76,670
F3.2140.000										
WATER REVENUE	\$6,000	\$10,425	\$4,425	\$8,000	\$8,294	\$294	\$9,000	\$13,346	\$4,346	\$9,000
							\$5,052	61%		
F3.2148.000										
WATER - INT & PENALTIES	\$100	\$151	\$51	\$120	\$147	\$27	\$120	\$321	\$201	\$150
F3.2401.000										
INTEREST & EARNINGS	\$50	\$38	(\$12)	\$50	\$40	(\$10)	\$50	\$166	\$116	\$100
<b>TOTAL REVENUES</b>	<b>\$77,766</b>	<b>\$82,230</b>	<b>\$4,464</b>	<b>\$83,075</b>	<b>\$82,785</b>	<b>(\$290)</b>	<b>\$89,377</b>	<b>\$88,391</b>	<b>(\$986)</b>	<b>\$85,920</b>
<b>EXPENDITURES</b>										
F3.1110.100										
Water Personal Services	\$1,200	\$6,833	(\$5,633)	\$1,200	\$3,755	(\$2,555)	\$1,200	\$2,455	(\$1,255)	\$1,200
F3.1320.400										
INDEPENDENT AUDIT CONT	\$0	\$0	\$0	\$3,500	\$0	\$3,500	\$3,500	\$0	\$3,500	\$3,500
F3.8310.000										
WATER - INSURANCE	\$400	\$0	\$400	\$400	\$0	\$400	\$400	\$0	\$400	\$400
F3.8320.000										
WATER - CONTRACTUAL	\$5,850	\$9,450	(\$3,600)	\$5,850	\$8,547	(\$2,697)	\$6,000	\$11,107	(\$5,107)	\$8,000
F3.8330.000										
EXCESS FUNDING	\$1,693	\$0	\$1,693	\$3,089	\$0	\$3,089	\$4,064	\$0	\$4,064	\$2,359
F3.8340.000										
WATER - PURCHASES	\$5,100	\$7,541	(\$2,441)	\$6,200	\$9,239	(\$3,039)	\$7,000	\$7,451	(\$451)	\$9,000
F3.9030.800										
Social Security	\$92	\$523	(\$431)	\$92	\$287	(\$195)	\$92	\$188	(\$96)	\$92
F3.9720.000										
WATER - PRIN PYMT	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000
F3.9789.400										
INTEREST PAID CONTRACTU	\$38,431	\$38,431	(\$0)	\$37,744	\$37,744	\$0	\$37,069	\$37,056	\$13	\$36,369
<b>TOTAL EXPENDITURES</b>	<b>\$77,766</b>	<b>\$87,778</b>	<b>(\$10,012)</b>	<b>\$83,075</b>	<b>\$84,572</b>	<b>(\$1,497)</b>	<b>\$84,325</b>	<b>\$83,257</b>	<b>\$1,068</b>	<b>\$85,920</b>
<b>SURPLUS (DEFICIT)</b>			<b>(\$5,547)</b>			<b>(\$1,787)</b>			<b>\$5,134</b>	

BALANCE SHEET	2021	2022	2023
F3.200, CASH	\$36,057	\$30,510	\$36,538
F3.380, ACCOUNTS RECEIVA	\$731	\$731	\$731
<b>TOTAL ASSETS</b>	<b>\$36,788</b>	<b>\$31,240</b>	<b>\$37,269</b>
F3.600, ACCOUNTS PAYABL	\$0	\$0	\$0
F3.630, DUE TO OTHER FUN	\$19,096	\$19,096	\$19,096
<b>TOTAL LIABILITIES</b>	<b>\$19,096</b>	<b>\$19,096</b>	<b>\$19,096</b>
F3.915, ASSIGNED FUND BA	\$17,692	\$12,144	\$18,173
<b>TOTAL FUND BALANCE</b>	<b>\$17,692</b>	<b>\$12,144</b>	<b>\$18,173</b>
Ensuing Year Budget	\$83,075	\$84,325	\$85,920
FB as % of Expenditures	21.3%	14.4%	21.2%

Excess @ 20% \$989  
 Excess @ 25% -\$3,307  
 Excess @ 30% -\$7,603



WATER DISTRICT #5

ACCOUNT DESCRIPTION	FY 2021			FY 2022			FY 2023			3 YEAR AVERAGE			2024 BUDGET
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>													
F5.1030.000													
FIXED CHG EDU	\$0	\$0	\$0	\$60,864	\$60,864	\$0	\$62,784	\$62,784	\$0	\$61,824	\$41,216	(\$20,608)	\$63,104
F5.2140.000													
WATER REVENUE	\$0	\$1,951	\$1,951	\$5,000	\$6,319	\$1,319	\$10,000	\$10,441	\$441	\$7,500	\$6,237	(\$1,263)	\$8,000
							\$4,122	65%					
F5.2148.000													
WATER INTEREST & PENALT	\$0	\$35	\$35	\$100	\$78	(\$22)	\$100	\$111	\$11	\$100	\$75	(\$25)	\$100
F5.2401.000													
INTEREST & EARNINGS	\$0	\$36	\$36	\$50	\$45	(\$5)	\$50	\$369	\$319	\$50	\$150	\$100	\$200
F5.4991.000 GRANT INCOM	\$0	\$0	\$0	\$0	\$64,855	\$64,855	\$0	\$0	\$0	\$0	\$21,618	\$21,618	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$2,022</b>	<b>\$2,022</b>	<b>\$66,014</b>	<b>\$132,161</b>	<b>\$66,147</b>	<b>\$77,056</b>	<b>\$73,706</b>	<b>(\$3,350)</b>	<b>\$71,535</b>	<b>\$69,296</b>	<b>(\$2,239)</b>	<b>\$71,404</b>
<b>EXPENDITURES</b>													
F5.1110.100													
Water Personal Services	\$0	\$0	\$0	\$0	\$1,200	(\$1,200)	\$0	\$1,224	(\$1,224)	\$0	\$808	(\$808)	\$0
F5.8130.400													
WTR DIST #5 EXTRA PARTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,649	(\$6,649)	\$0	\$2,216	(\$2,216)	\$0
F5.8310.000													
WATER - INSURANCE	\$0	\$0	\$0	\$400	\$0	\$400	\$400	\$0	\$400	\$267	\$0	\$267	\$400
F5.8320.000													
WATER - CONTRACTUAL	\$0	\$447	(\$447)	\$5,850	\$5,008	\$842	\$5,850	\$9,396	(\$3,546)	\$3,900	\$4,951	(\$1,051)	\$6,000
F5.8330.000													
EXCESS FUNDING	\$0	\$0	\$0	\$7,077	\$0	\$7,077	\$10,733	\$0	\$10,733	\$5,937	\$0	\$5,937	\$10,453
F5.8340.000													
WATER - PURCHASES	\$0	\$2,010	(\$2,010)	\$4,200	\$6,538	(\$2,338)	\$7,950	\$4,549	\$3,401	\$4,050	\$4,366	(\$316)	\$7,000
F5.9030.800													
Social Security	\$0	\$0	\$0	\$0	\$92	(\$92)	\$0	\$94	(\$94)	\$0	\$62	(\$62)	\$0
F5.9720.000													
WATER - PRIN PYMT	\$0	\$0	\$0	\$25,000	\$25,000	\$0	\$25,000	\$25,000	\$0	\$16,667	\$16,667	\$0	\$25,000
F5.9789.400													
INTEREST PAID CONTRACTU	\$0	\$0	\$0	\$23,487	\$23,484	\$3	\$23,001	\$23,016	(\$15)	\$15,496	\$15,500	(\$4)	\$22,551
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$2,457</b>	<b>(\$2,457)</b>	<b>\$66,014</b>	<b>\$61,323</b>	<b>\$4,691</b>	<b>\$72,934</b>	<b>\$69,928</b>	<b>\$3,006</b>	<b>\$46,316</b>	<b>\$44,569</b>	<b>\$1,747</b>	<b>\$71,404</b>
<b>SURPLUS (DEFICIT)</b>			<b>(\$435)</b>			<b>\$70,839</b>			<b>\$3,778</b>			<b>\$24,727</b>	

BALANCE SHEET	2021	2022	2023
SW200, CASH	\$9,979	\$80,818	\$84,596
SW380, ACCOUNTS RECEIV	\$0	\$0	
<b>TOTAL ASSETS</b>	<b>\$9,979</b>	<b>\$80,818</b>	<b>\$84,596</b>
SW600, ACCOUNTS PAYABL	\$0	\$0	
SW630, DUE TO OTHER FUN	\$0	\$0	
<b>TOTAL LIABILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
SW915, ASSIGNED FUND BA	\$9,979	\$80,818	\$84,596
<b>TOTAL FUND BALANCE</b>	<b>\$9,979</b>	<b>\$80,818</b>	<b>\$84,596</b>
Ensuing Year Budget	\$66,014	\$72,934	\$71,404
FB as % of Expenditures	15.1%	110.8%	118.5%

Although the unrestricted fund balance reported at 12/31/23 appears excessive, it will likely be significantly reduced as the grant money received in 2022 is exhausted. Therefore, it is unlikely any will be available to transfer to any reserve funds the Board wishes to establish.

# Smoke-free policy

From Carolynn Rivers on 2024-08-26 11:04

Details Headers Plain text

Hello,

My name is Carolynn Rivers and I'm Public Health Educator with Tobacco-Free CNY at the Onondaga County Health Department. I am reaching out to inquire about current smoke-free policies for the Town of Mexico and to offer assistance with a policy update. We provide resources for updates/implementation and FREE signage for municipal grounds and village parks. If this is something the village would be interested in, I would be keen on scheduling a meeting so we can discuss further.

I can be reached best through email at [CarolynnRivers@ongov.net](mailto:CarolynnRivers@ongov.net). Thank you and I look forward to hearing back from you!

Sincerely,  
Carolynn Rivers

**Carolynn Rivers**

Community Engagement Coordinator  
Tobacco-Free CNY (serving Onondaga, Oswego & Cayuga counties)  
Onondaga County Health Department  
421 Montgomery St., 9<sup>th</sup> Floor  
315-435-3280 (ext. 4616)

September 3, 2024

Debbie Hunsberger  
Deputy Clerk  
Town of Mexico  
14 Drive 103  
Mexico, NY 13114

Town Board  
Town of Mexico  
PO Box 98  
64 So Jefferson St.  
Mexico, NY 13114

Dear Nicole Wild  
Eric Behling  
Russell Partrick  
Cindy Robert  
Judy Greenway  
John Sharkey:

Please accept this as my formal letter of resignation from the position of Deputy Clerk for the Town of Mexico. My last day will be November 15, 2024.

I have enjoyed this position for the last 6 years. I feel now is the time to re-retire and to allow someone else to continue in this position assisting the Town Clerk as the community continues to grow.

Thank you for allowing me the opportunity to serve the people of the Town in this capacity. I have enjoyed working with the staff in the office - truly they are the best. I will miss them as well as the many residents that I have had the pleasure of getting to know.

Sincerely,

Debbie Hunsberger



TOWN CLERK'S MONTHLY REPORT

TOWN OF MEXICO, NEW YORK

AUGUST, 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	10	CERTIFIED COPIES	112.00	
TOTAL TOWN CLERK FEES				112.00
A2544	39	DOG LICENSES	237.00	
TOTAL A2544				237.00
A2555	13	BUILDING PERMITS	799.50	
TOTAL A2555				799.50
A2590	1	SPECIAL PERMIT	25.00	
TOTAL A2590				25.00

TOWN CLERK'S MONTHLY REPORT

AUGUST, 2024

page 2

DISBURSEMENTS		
PAID TO SUPERVISOR FOR GENERAL FUND		1,173.50
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM		47.00
TOTAL DISBURSEMENTS		1,220.50

Town of Mexico  
Payment History  
Payment Date from 08/01/24 To 08/31/24

Report by District

Page 1

09/03/24							
<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>
<b>DISTRICT 1</b>							
Sub - Totals:	METERS & PARTS-01			\$607.55	\$0.00	\$0.00	\$607.55
Sub - Totals:	Water-00			\$11,426.28	\$11.84	\$0.00	\$11,438.12
Sub - Totals:	DISTRICT 1			\$12,033.83	\$11.84	\$0.00	\$12,045.67
<b>DISTRICT 2</b>							
Sub - Totals:	METERS & PARTS-01			\$350.00	\$0.00	\$0.00	\$350.00
Sub - Totals:	Water-00			\$8,053.88	\$6.11	\$0.00	\$8,059.99
Sub - Totals:	DISTRICT 2			\$8,403.88	\$6.11	\$0.00	\$8,409.99
<b>DISTRICT 3</b>							
Sub - Totals:	Water-00			\$2,213.80	\$0.00	\$0.00	\$2,213.80
Sub - Totals:	DISTRICT 3			\$2,213.80	\$0.00	\$0.00	\$2,213.80
<b>DISTRICT 5</b>							
Sub - Totals:	Water-00			\$1,395.37	\$3.27	\$0.00	\$1,398.64
Sub - Totals:	DISTRICT 5			\$1,395.37	\$3.27	\$0.00	\$1,398.64
	<b>Grand Totals:</b>			\$24,046.88	\$21.22	\$0.00	\$24,068.10

**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 Dog Control Officers Report**

September 9, 2024

Report for the month of August 2024

8 notices of unlicensed dogs were issued.

No dogs were picked up in August.

Respectfully,

Jack Spriggs, DCO



# Town of Mexico

## Mother of Towns

---

(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 August 2024

14 building permits issued

Issued 1 Violation

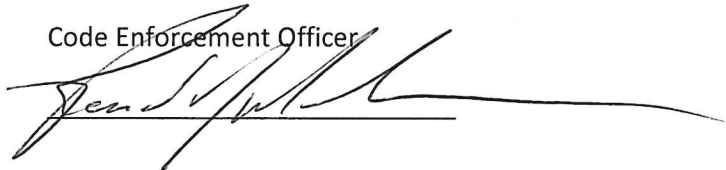
Received an application for expansion of the storage facility on st rt 104

2 water line inspections

Reports are attached

Ronald J Marsden

Code Enforcement Officer



# Town of Mexico

Building Permits by Issued Date: 08/01/2024 - 08/31/2024

Permit# Applicant Name	Issued	Final	Property Owner & Location	Tax Map# Lot#	Fee	Project Cost
24-0047 Gable Randy	08/01/24		Gable Randy ✓ 3614 St Rt 69	172.00-01-37.04	138.00	70,000.00
24-0048 Jacobson William R	08/01/24		Jacobson William R ✓ 188 Dowie Dale Beach Dr	082.15-02-03	50.00	10,000.00
24-0049 Perth Irrevocable Trust	08/05/24		Perth Irrevocable Trust ✓ 28 Sage Creek Rd	083.00-01-04.2	37.50	
24-0050 Burdick Kim	08/05/24		Burdick Kim ✓ 3957 St Rt 69	152.00-02-14	25.00	10,000.00
24-0051 Darvis Roca	08/05/24		Darvis Roca ✓ 6 Mexico Point Dr W	082.15-06-05	60.00	10,000.00
24-0052 Race Trevor	08/05/24		Race Trevor ✓ 3437 St Rt 69	172.00-02-28.02	60.00	10,000.00
24-0053 Miner Logan	08/06/24		Miner Logan ✓ 26 rowe rd	153.00-01-34.01	46.00	
24-0054 Cook Jeffrey	08/06/24		Cook Jeffrey ✓ 76 Co Rt 40	083.00-01-30	60.00	
24-0055 Burton Veronica	08/19/24		Burton Veronica ✓ 262-68 Cole Rd	100.00-02-05.2	60.00	1,000.00
24-0056 Burton Veronica	08/19/24		Burton Veronica ✓ 262-68 Cole Rd	100.00-02-05.2	50.00	8,000.00
24-0057 Centrone Marty	08/21/24		Centrone Marty ✓ 105 La Casse Rd	153.00-02-12	50.00	10,000.00
24-0058 Bowman Timothy	08/26/24		Bowman Timothy ✓ 3930 St Rt 69	152.00-02-12.01	75.00	5,000.00
24-0059 Younis Mark	08/26/24		Younis Mark ✓ 101 Countryman Rd	099.00-03-15.12	88.00	15,000.00
24-0061 Moore Brent	08/29/24		Moore Brent 24 Halladay Rd	172.00-02-02	135.00	
<b>Total Count:</b>		<b>14</b>		<b>Total:</b>	<b>\$934.50</b>	<b>\$149,000.00</b>

# Town of Mexico

Violation Summary by Date Range: 08/01/2024 - 08/31/2024

Violation#	Violator Name	Violation Date	Property Owner & Location	Tax Map#	Offense
24-0048	7 North Hamilton St LLc	08/19/24	7 North Hamilton St LLc 5511 St Rt 3	134.00-01-07.2	Sewage system leaks

**Total Count:** 1

# Town of Mexico

Other Permit Summary by Application Date Range: 08/01/2024 - 08/31/2024

Permit#	Date	Property Owner	Tax Map#	Fee	Type
Applicant Name		& Location	DBA		Description
24-0005	08/20/24	JC Rentals LLC	135.00-01-34	25.00	special permit
JC Rentals LLC		2914 St Rt 104	JC Rentals LLC		Expand existing storage facility with two additional storage units
Total Count:		1	Total:	\$25.00	

Highway Superintendent Report Aug 2024

General maintenance on equipment

Picking up roadside trash

Patching potholes throughout the town

Mowing roadsides

Ditching throughout the town

Changing culverts

Mowing cemeteries , mexico point park, town office

Highway Superintendent

A handwritten signature in black ink, featuring a large, stylized initial 'L' followed by a series of loops and a long horizontal stroke extending to the right.

Community Park Report Aug 2024

Mowed and weedeated

Picked up trash throughout the park

Started on new field

Park Grounds Manager

A handwritten signature in black ink, appearing to read "Jim", with a long, sweeping horizontal line 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 August 2024

Prev Balance \$ 2,160,191.35

24-Aug	Water Deposit	\$5,024.70
	Clerk Fees/Vital Records	\$347.00
	Dog Licenses	\$170.00
	Fines and Bail	\$3,915.00
	Building Permits	\$2,432.00
	August Interest	\$2,818.53
	State of NY Temporary Municipal Assistance	\$2,556.00

Sub Total **\$17,263.23**

August Capital Interest \$1,630.42

Sub Total **\$18,893.65**

**\$ 2,179,085.00**

**HIGHWAY RECEIPTS**

Prev Balance \$1,910,258.94

24-Aug August Interest \$605.33

Sub Total **\$605.33 \$1,910,864.27**

**GENERAL EXPENSES**

EEHC	(\$260.01)
Paid Vouchers	\$112,259.67
Payrolls	\$56,315.79
TNH H.I. Reimbursement	(\$1,764.02)

Sub Total **\$166,551.43**

**HIGHWAY EXPENSES**

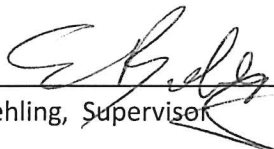
EE CURRENT HC CONTRIBUTION	(\$700.86)
Paid Vouchers	\$304,508.63
Payrolls	\$52,238.35
Retiree Supplemental H.I. Reimbursement	(\$106.92)

Sub Total **\$355,939.20**

GENERAL Balance **\$2,012,533.57**

HWY Balance **\$1,554,925.07**


Total **\$3,567,458.64**

  
Eric Behling, Supervisor

8-4-24  
Date

# CASH REPORT

FUND	24-Aug	23-Aug	22-Aug	21-Aug	20-Aug
A	\$879,735.74	\$942,126.65	\$987,203.20	\$931,436.35	\$785,045.48
Capt. Res	\$732,026.65	\$626,042.45	\$533,680.73	\$533,147.60	\$361,297.90
B	(\$393,961.26)	(\$221,662.51)	(\$12,133.76)	\$117,469.72	\$140,773.48
DA	\$1,047,049.19	\$933,138.47	\$1,220,716.07	\$706,062.93	\$495,402.58
DB	\$611,047.36	\$813,899.94	\$170,698.68	\$463,567.33	\$873,575.54
SF	\$6,531.29	\$5,531.29	\$5,758.29	\$14,985.29	\$22,131.29
SM	\$3,941.74	\$4,260.13	\$3,723.09	\$3,104.14	\$2,345.68
SS	\$7,666.15	\$6,130.15	\$5,194.15	\$5,062.15	\$4,798.15
ST	\$1,730.99	\$2,581.60	\$3,054.12	\$3,396.69	\$3,459.03
FO	\$429,053.97	\$398,789.16	\$386,500.49	\$376,907.14	\$373,534.89
F2	\$296,740.84	\$261,229.91	\$248,107.62	\$236,819.05	\$208,679.23
F3	\$40,434.61	\$33,833.12	\$34,656.67	\$36,771.03	\$40,277.35
F5	\$94,884.80	\$84,211.30	\$83,489.74	\$10,454.91	\$1,288,705.40
TA	\$30,684.87	\$28,177.51	\$24,518.59	\$19,582.40	\$17,127.90
TOTAL	\$3,787,566.94	\$3,918,289.17	\$3,695,167.68	\$3,458,766.73	\$4,617,153.90


**M01 - MONTHLY COMPANY DETAIL REPORT**  
**TOWN OF MEXICO**  
**Batch: I-1564-056**  
**Period Ending: 08/24/2024**  
**Week 35**  
**Autopay Management Report**  
**Company Code: NZZ**  
**Report: M01**  
**Pay Date: 08/29/2024**  
**Page 1**

August Assessment Report  
8/14/2024

I have been working on organizing and cleaning up the office space this month. I have met with several owners during the office hours and had many phone conversations with others, set up office hours for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays each month. On September 25<sup>th</sup>, I will be at NYS Assessor's Annual Conference and not available. How should I announce this? I've computed the budget request and asked the Board if they would be willing to match my previous 2024 salary for the P/T position I had. Your consideration is greatly appreciated. I spoke with Bill for a few minutes and look forward to meeting him in person.

STAR/School Tax Issues

Most issues with STAR will have to be handled by NYS STAR unit. I am happy to help folks in the process. I have printed the New Applications for folks apply for Enhanced (over 65) STAR and already have a few returned to me. I left some outside the office so they are easily available when the office is closed.

I would like to use a portion of the budgeted equipment money to purchase Bill a laptop and small printer to use at home; a maximum of \$600 for both including ink.

Respectfully Submitted,

Heather Garner  
Assessor