

Mexico Town Board Agenda
Monday, August 11, 2025
Town Hall, 64 S Jefferson St. Mexico, 7:00pm

1. Approval of Minutes- July 14
2. Communications
 - AG & Markets July 2025 Report
 - Williamson Law Software Increase Notification
3. Public Comment
4. Reports
 - Town Clerk, Water Clerk
 - Dog Control
 - Zoning Officer/ Building Inspector
 - Highway Superintendent
 - Community Park Manager
 - Mexico Point Park
 - Planning Board
 - Zoning Board of Appeals
 - Water Commissioner
 - Supervisor's Report
 - Assessor's Report
 - Historian's Report
 - Fire Department Update
 - Water District Update
 - Comprehensive Plan
 - Ag & Market Committee Report
 - McAuslan Hall Update
 - Co Rt 64 Cemetery Update
5. Consider July 2025 Payroll
6. Consider Town Board Vacancy
7. Consider Scheduling Public Hearing for LL 1 of 2025:
Temporary Renewables Moratorium
8. Other Business
9. Audit & Approve Abstracts
10. Adjourn



Agriculture and Markets

July 22, 2025

Eric Behling
Town Supervisor - Town of Mexico
64 South Jefferson Street
Mexico, NY 13114

Enclosed is the **Municipal Shelter Inspection Report** completed on **07/09/2025**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, dog shelter services were rated “Unsatisfactory” for reasons noted on the report.

Please discuss this notice with municipal officials and take appropriate action so that municipal shelter services are in compliance.

Another inspection will occur in approximately **(30) days** after the date of inspection. It is anticipated that all deficiencies will be corrected by this time.

If you have any questions regarding this inspection, please feel free to contact Paulina Renggli, Animal Health Inspector at (315) 916-3204.

Dr. David M. Chico
Veterinarian 3
(518) 457-3502

MUNICIPAL SHELTER INSPECTION REPORT - DL-90Rating: **Unsatisfactory30**Purpose: **Inspection**DATE/TOA: **7/9/25 1:00 pm****CITY OF OSWEGO ANIMAL SHELTER
621 E SENECA STREET
OSWEGO NY 13126**Inspector: **Paulina Renggli**Inspector #: **71**

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|--|-----|
| 1. Shelter is structurally sound | Yes |
| 2. Housing area and equipment is sanitized regularly | Yes |
| 3. Repairs are done when necessary | Yes |
| <i>Shelter has received grant funding, construction and repairs will begin before the end of 2025.</i> | |
| 4. Dogs are handled safely | Yes |
| 5. Adequate space is available for all dogs | Yes |
| 6. Light is sufficient for observation | Yes |
| 7. Ventilation is adequate | Yes |
| 8. Drainage is adequate | Yes |
| 9. Temperature extremes are avoided | Yes |
| 10. Clean food and water is available and in ample amount | Yes |
| 11. Veterinary care is provided when necessary | Yes |
| 12. Dogs are euthanized humanely, by authorized personnel | Yes |
| 13. Complete intake and disposition records are maintained for all seized dogs | Yes |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 15. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 16. Owners of identified dogs are properly notified | Yes |
| 17. Redeemed dogs are licensed before release | Yes |
| 18. Proper impoundment fees paid before dogs are released | Yes |
| 19. Written contract or lease with municipality | No |
| <i>Missing Town of Oswego contract for 2025.</i> | |

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
3505	Town of Granby
3506	Town of Hannibal
3508	Town of Mexico
3512	Town of Oswego
3516	Town of Richland
3517	Town of Sandy Creek
3519	Town of Scriba
3520	Town of Volney
3523	City of Fulton
3524	City of Oswego
3509	Town of Minetto

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: **Caroline Anderson**
TITLE: **Director of Animal Control**

REVIEWED BY: **Emily Cacchione**
REVIEWED DATE: **07/17/2025**



WILLIAMSON

Established 1870

July 25, 2025

Dear Williamson Municipal Software Customer,

Williamson is announcing there will be a **5% Software Annual Support cost increase in 2026**. Cost increases in every aspect of our business are indicators of this increase.

Enclosed, please find brochures describing our software and features, company benefits and our **Cloud Hosting for all Williamson Software**. Each of our programs is available as either a local Windows program or as a Cloud Program. Access your Williamson Municipal Software from anywhere with Internet access on a registered device with Windows, iOS, Android, or Linux operating systems.

Please reach out with any questions or requests for demonstrations. With New York towns and villages our **only** customers (We do not sell outside of NYS), and with over 2,600 installed programs, Williamson is a recognized leader and experienced mentor assisting municipal departments with their daily functions and responsibilities. We are a true NY business serving NY municipalities!

Thank you for your continued trust in our software and support. We appreciate your loyalty.

Best regards,

Kathy Sayadoff
Sales Manager
ksayadoff@wlbco.us

A leading supplier of New York State Municipal Software

790 Canning Parkway Victor, New York 14564

Phone 585.924.3400 Fax 585.924.4153 Email WLBsales@wlbco.us



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AUD Export Compatible

NYS Municipal Payroll Software

Enhanced Retirement

Town / Village / City Clerk

w/ Online Dog License Renewal

Water & Sewer Billing

w/ Email Billing

Credit Card Interface

Tax Collection

w/ TaxGlance[®] Lookup

Building & Codes Enforcement

Short-Term Rental Permits

Individual Fire Inspections

Food Truck Permits

Highway Superintendent

Fleet Maintenance

Asset Management

Project Tracking

Establish Your Mobile Office With Our Cloud Hosting!

Williamson's in-house IT staff manage our customers' software on the Microsoft Azure Cloud Infrastructure.

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About Williamson

Since 1870, Williamson Law Book Company has been offering printed materials to New York State municipalities.

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NYS Municipal Software Programs

Since 1870, Williamson Law Book Company has been offering printed materials to New York State municipalities. In 1985, we began developing software to meet our NYS customers' increasing need for technologically advanced systems. With high quality software and exceptional customer service and support, Williamson has successfully installed over 2,600 programs throughout New York State. *All programs include Disaster Recovery Protection, our on-line, offsite program backup feature, at no additional cost.* Williamson Law Book Company is proud to be the leading New York State company specifically specializing in New York State Municipal Software.

Municipal Accounting and Budget Preparation Software

Designed to meet the needs of NYS municipal accountants, bookkeepers and clerks, this program is a full-featured fund accounting system designed to meet the Generally Accepted Accounting Principals (GAAP) required by the NYS Comptroller. A multitude of tools and features along with multiple generated and customizable reports make daily, monthly and annual reporting a simplified process. Save time and money by uploading your WLB Municipal Accounting Program's Capital AFR Report into the NYS Comptroller's website. Truly, the only bookkeeping program your municipality needs!

Municipal Payroll Software

The Payroll Software Program is a complete NYS Municipal payroll management system that maintains all payroll, tax and NYS Retirement information in addition to automatically calculating and printing payroll checks. The program allows the user to produce and e-file all state and federally required forms and it allows employee specific customization. A complete program designed for keeping payroll in house while realizing substantial savings from outsourcing. Avoiding double entry, a single click will upload posted payroll into the WLB Municipal Accounting Program directly into each ledger account.

Town/Village/City Clerk Software

This software program, created for Clerks, includes a fully automated point of sale and cash book system and provides an easy-to-use and efficient method of recording and tracking all sales and licenses. A complete Dog License module allows for processing new and renewal licenses, notices and lost tag replacements. The software also allows management of vital certificates, bingo/games of chance licenses, local permits, DECALS, marriage licenses, accessible parking permits, vouchers and abstracts. Program seamlessly interfaces with WLB Municipal Accounting Software.

Tax Collection Software

For use by today's Tax Collectors/Receivers, this program allows the user to import property information, prepare necessary reports and automate many everyday tasks. Maximize cost savings by letting our program efficiently process apportionments, corrections, payments, late notices, banking and management of prior years' data along with producing multiple reports and letters that can be customized for your municipality.

Water and Sewer Billing Software

Created for both municipal and water/sewer authority utility billing clerks, this program allows for customization to reflect rates, penalties, relevy, adjustments, special/add-on charges, and payment schedules. It interfaces with all auto-read meter systems. An optional link on a municipality's website allows credit/debit/e-check payments and is easily imported into the program. Numerous reports are generated, account ledgers posted and provides a wide selection of billing options. Program seamlessly interfaces with WLB Municipal Accounting Software.

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ment*



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Building and Code Enforcement Software

A record keeping system designed to manage a Code Enforcement Officer's time and workload while documenting compliance with Uniform Code regulations. It is a full featured database solution allowing access to building permit, zoning, violation, and all other forms and pertinent information in one easy-to-use database. The program allows images, PDF files, and DOC files to be downloaded and attached to properties as well as the ability to update via RPS. Quick searches and fast reports expedite walk-in requests and board inquiries. A Reminder List allows for viewing uncorrected violations, expiring inspections and permits, and fire inspections due. Our Cloud hosting option provides for a complete mobile office when partnered with a Bluetooth printer!

Highway Superintendent Software

A comprehensive software program that creates and maintains reports that automates the Highway Superintendent's daily tasks and responsibilities in a user-friendly format. Built-in tools and reports allow detailed tracking of every aspect of project, budget, asset and employee management. Written to meet GASB 34 requirements, it tracks roads, bridges, signs, culverts and other assets for condition inspections and maintenance performed. Let this program aid in increasing efficiency, time management, cost savings and provide accurate reporting.

Online Services & Payment Solutions:

TaxGlance® Lookup

An add-on feature available for our Tax Collection Software, TaxGlance® allows residents the opportunity to search, review and print their town/county, village or school tax information from your municipal website. An optional credit card online payment feature is available at no additional cost.

Quick Pay for Clerks

An add-on feature to the Clerk Software Programs, this web-based portal gives the ability to process over-the-counter credit/debit card payments. Also includes an online Dog Lookup function, which allows owners to pay for licenses from home.

Quick Pay for Water & Sewer Billing

An add-on feature provides a link on a municipality's website allows residents to view and pay their current balance via credit/debit card and e-check, as well as accepting these payments at the counter. Includes an easy file import into the Williamson's Water & Sewer Billing program, alleviating double entry of payments.

Water & Sewer Email Billing

Save postage and time by allowing residents to securely receive their bill electronically. This add-on feature provides password protected email billing and includes Quick Pay for Water & Sewer Billing.

Cloud Hosting with Microsoft Azure

Williamson's in-house IT staff manage our customers' software on the Microsoft Azure Cloud Infrastructure. Access your Williamson Software Programs from your registered device using any operating system, including Windows, MacOS, iOS, Android and Linux from any location with internet access.

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TOWN CLERK'S MONTHLY REPORT

TOWN OF MEXICO, NEW YORK

JULY, 2025

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>3</u>	MARRIAGE LICENSES	NO. 25010 TO 25012	<u>52.50</u>
<u>34</u>	CERTIFIED COPIES		<u>396.00</u>
TOTAL TOWN CLERK FEES			448.50

A2544

<u>38</u>	DOG LICENSES		<u>355.00</u>
TOTAL A2544			355.00

A2555

<u>12</u>	BUILDING PERMITS		<u>2,246.50</u>
TOTAL A2555			2,246.50

A2770

<u>19</u>	FARM MARKET POP-UP		<u>285.00</u>
<u>4</u>	FARM MARKET SEASON		<u>400.00</u>
TOTAL A2770			685.00

TOWN CLERK'S MONTHLY REPORT

JULY, 2025

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	<u>3,735.00</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>40.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>67.50</u>
TOTAL DISBURSEMENTS	3,842.50

Report by District

Total

<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			\$1,800.00	\$0.00	\$0.00	\$1,800.00
Sub - Totals:	Water-00			\$1,428.36	\$122.43	\$0.00	\$1,550.79
Sub - Totals:	DISTRICT 1			\$3,228.36	\$122.43	\$0.00	\$3,350.79
DISTRICT 2							
Sub - Totals:	METERS & PARTS-01			\$100.00	\$0.00	\$0.00	\$100.00
Sub - Totals:	Water-00			\$681.35	\$38.73	\$0.00	\$720.08
Sub - Totals:	DISTRICT 2			\$781.35	\$38.73	\$0.00	\$820.08
DISTRICT 3							
Sub - Totals:	Water-00			\$21.50	\$2.15	\$0.00	\$23.65
Sub - Totals:	DISTRICT 3			\$21.50	\$2.15	\$0.00	\$23.65
DISTRICT 5							
Sub - Totals:	Water-00			\$82.83	\$8.47	\$0.00	\$91.30
Sub - Totals:	DISTRICT 5			\$82.83	\$8.47	\$0.00	\$91.30
	Grand Totals:			\$4,114.04	\$171.78	\$0.00	\$4,285.82

<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 :						

Dog Control Officer report for July 2025

6 notices of unlicensed dogs were issued.

No dogs were picked up.

I will be on vacation from August 15 through September 1st out of country and out of communication.

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 Report July 2025

12 building permits issued for the month of July.

13 property Violations.

Issues an operating permit for Mexico point park fireworks

Inspected a manufactured home in Central Square to be moved into the Town.

Reports are attached.

Code / Zoning Officer

Ronald J Marsden



08/04/2025
11:55:39

TOWN OF MEXICO
BP - BP Transaction Report
For the period 07/01/2025 through 07/31/2025

Type	Date	Comment	Name	Quantity	Fee
1.BP	07/01/2025	PERMIT #25-0037	MERRILL ROGER	1	56.00
2.BP	07/10/2025	PERMIT # 25-0039	CLARK GARY	1	26.50
3.BP	07/10/2025	PERMIT # 25-0038	JC RENTALS LLC	1	1,080.00
4.BP	07/14/2025	PERMIT #25-0042	RACE, JASON	1	60.00
5.BP	07/14/2025	PERMIT #25-0041	REDHEAD DUSTIN	1	60.00
6.BP	07/14/2025	PERMIT #25-0040	REDHEAD DUSTIN	1	60.00
7.BP	07/17/2025	PERMIT #25-0043	COOPER, KAY	1	128.00
8.BP	07/17/2025	PERMIT #25-0044	NAUGLE, ALEXANDER	1	225.00
9.BP	07/17/2025	PERMIT #25-0045	SPINA, MELISSA	1	60.00
10.BP	07/17/2025	PERMIT #25-0046	SPINA, MELISSA	1	240.00
11.BP	07/17/2025	PERMIT #25-0047	SPINA, MELISSA	1	50.00
12.BP	07/28/2025	PERMIT # 25-0048	CLARK, CINDY	1	201.00
				12	2,246.50

Total Sales	12	2,246.50
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Be on next month.
Permit -25-0049 + 30.00
8,227.50

Town of Mexico

Building Permits by Issued Date: 07/01/2025 - 07/31/2025

Permit# Applicant Name	Issued	Final	Property Owner & Location	Tax Map# Lot#	Fee	Project Cost	Description
25-0037 Merrill Roger P	07/01/25		Merrill Roger P 19 Lincoln Ave	134.00-02-16	56.00	500.00	12 x 24 roof for firewood
25-0038 JC Rentals LLC	07/08/25		JC Rentals LLC 2914 St Rt 104	135.00-01-34	1080.00	60,000.00	40 x 150 storage unit
25-0039 Clark Gary	07/09/25		Clark Gary 21 Blunt Dr	082.16-01-07	26.50		24-0039 repair foundation pernit renewal
25-0040 Redhead Dustin	07/14/25		Redhead Dustin 14 Co Rt 58	173.00-01-02.1	60.00	900.00	20ft above ground pool
25-0041 Redhead Dustin	07/14/25		Redhead Dustin 14 Co Rt 58	173.00-01-02.1	60.00	5,000.00	Hot Tub
25-0042 Race Jason	07/14/25		Race Jason 136 Tudo Rd	172.00-01-42.01	60.00	20,000.00	16 x 36 inground pool
25-0043 Cooper Kay	07/16/25		Cooper Kay 2759 St Rt 104	135.00-03-05.01	128.00	29,000.00	Replace Roof
25-0044 Naugle Alexander	07/16/25		Naugle Alexander 94 Smith	099.00-03-31.01	225.00	25,000.00	30 x 50 pole barn
25-0045 Spina Melissa	07/17/25		Spina Melissa 91 Smithers rd	135.00-01-40	60.00	3,000.00	27 ft above ground pool
25-0046 Spina Melissa	07/17/25		Spina Melissa 91 Smithers rd	135.00-01-40	240.00	25,000.00	32 x 50 pole barn
25-0047 Spina Melissa	07/17/25		Spina Melissa 91 Smithers rd	135.00-01-40	50.00	2,500.00	20 x 30 shed
25-0048 Clark Cindy	07/18/25		Clark Cindy 106 Green Rd	151.00-01-09	201.00	58,000.00	Replace roof /sheathing / roofing material
25-0049 Burton Michael	07/30/25		Burton Michael 5 Marsden Dr	083.13-01-20	30.00		permit renewal for 23-0038

Total Count: 13

Total: \$2,276.50 \$228,900.00

Town of Mexico

Violation Summary by Date Range: 07/01/2025 - 07/31/2025

Violation#	Violator Name	Violation Date	Property Owner & Location	Tax Map#	Offense	Comply by Date	Corrected Date
25-0041	Satt Properties	07/01/25	Satt Properties 90 Tudo Rd	172.00-01-43.01	unsafe structures	07/01/25	/ /
25-0042	Gibbs Keith	07/01/25	Pearson Linda M 6052 St Rt 3	116.00-01-31	unsafe structures	07/05/25	/ /
25-0043	Pulis Victor	07/14/25	Pulis Victor 2490 St Rt 104	136.00-01-13	more than one dwelling per lot	07/24/25	/ /
25-0044	Strong Howard	07/28/25	Strong Howard 18 La Casse Rd	154.00-02-04.12	unsafe equipment	08/07/25	/ /
25-0045	Satt Properties	07/29/25	Satt Properties 90 Tudo Rd	172.00-01-43.01	unsafe structures	08/08/25	/ /
25-0046	Satt Properties	07/29/25	Satt Properties 90 Tudo Rd	172.00-01-43.01	Rubbish and garbage	08/08/25	/ /
25-0047	Rhodes Brian	07/29/25	Rhodes Brian 2331 St Rt 104	136.00-04-07	Rubbish and Debris	08/08/25	/ /
25-0049	Pedersen Christen Andrew	07/30/25	Pedersen Christen Andrew 2447 Us Rt 11	173.00-04-17	junk vehicle law	08/10/25	/ /
25-0050	Pedersen Christen Andrew	07/30/25	Pedersen Christen Andrew 2447 Us Rt 11	173.00-04-17	Weeds, grass over 10 inches	08/10/25	/ /
25-0051	Austin Joan	07/30/25	Austin Joan 3078 Us Rt 11	154.00-03-01	Rubbish and Debris	08/10/25	/ /
25-0052	Jantzi Timothy	07/30/25	Jantzi Timothy 2545 Us Rt 11	173.00-04-09	unlicensed vehicles	08/10/25	/ /

Total Count: 11

Town of Mexico

Other Permit Summary by Application Date Range: 07/01/2025 - 07/31/2025

Permit#	Date	Property Owner	Tax Map#	Fee	Type
Applicant Name		& Location	DBA		Description
25-0013	07/07/25	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	

Highway Superintendent Report July 2025

General maintenance on equipment

Patching potholes throughout the town

Mowing roadsides

Mow cemeteries, mexico point park, town office

Paved Larobardiere rd, munger hill bridge

Chip sealing throughout the town

Highway Superintendent

A handwritten signature in black ink, appearing to be 'R. L. L.', with a long, sweeping underline that extends to the right.

Community Park Report July 2025

Mow and weedeated

Serviced mowers

Picked up lots of trash

Fix lights in restrooms

Park Grounds Manager

A handwritten signature in black ink, appearing to read "Dan Plummer", with a long horizontal 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 2025

	Prev Balance	\$ 2,749,502.12
25-Jul	Water Deposit June	\$8,465.77
	Clerk Fees/Vital Records	\$597.50
	Dog Licenses	\$319.00
	Fines & Bail	\$3,686.00
	Building Permits	\$971.00
	July Interest	\$3,054.24
	MPP Walthert Park Rental	\$275.00
	Sub Total	\$17,368.51
	July Capital Interest	\$1,664.32
	Sub Total	\$19,032.83
		\$ 2,768,534.95
HIGHWAY RECEIPTS	Prev Balance	\$1,786,466.31
25-Jul	July Interest	\$615.05
	Sub Total	\$615.05
		\$1,787,081.36
GENERAL EXPENSES		
	EEHC	(\$273.03)
	Paid Vouchers	\$59,696.74
	Payrolls	\$60,997.77
	TNH H.I. Reimbursement	(\$926.64)
	Sub Total	\$119,494.84
HIGHWAY EXPENSES		
	EE CURRENT HC CONTRIBUTION	(\$864.60)
	Paid Vouchers	\$70,764.82
	Payrolls	\$68,914.54
	Retiree Supplemental H.I. Reimbursement	(\$129.50)
	Sub Total	\$138,685.26
	GENERAL Balance	\$2,649,040.11
	HWY Balance	\$1,648,396.10
	Total	\$4,297,436.21


Eric Behling, Supervisor

8-7-25
Date

CASH REPORT

FUND	24-Jul	24-Jul	23-Jul	22-Jul	21-Jul
A	\$1,343,439.43	\$1,001,087.88	\$1,027,234.12	\$1,031,939.34	\$1,062,802.14
Capt. Res	\$750,059.88	\$730,396.23	\$625,698.04	\$533,632.48	\$443,108.75
B	(\$425,919.40)	(\$392,161.42)	(\$155,124.08)	\$13,474.81	\$126,866.65
DA	\$758,992.60	\$1,046,723.24	\$965,515.71	\$1,220,659.54	\$863,929.63
DB	\$1,115,044.98	\$966,707.18	\$899,979.33	\$386,509.15	\$521,580.33
SF	\$10,449.29	\$6,531.29	\$5,531.29	\$5,758.29	\$14,985.29
SM	\$4,369.52	\$4,167.90	\$4,468.18	\$3,917.90	\$3,269.64
SS	\$11,518.15	\$7,666.15	\$6,130.15	\$5,194.15	\$5,062.15
ST	\$1,643.15	\$1,955.93	\$2,788.65	\$3,249.35	\$3,564.69
FO	\$230,098.95	\$426,579.33	\$396,731.44	\$378,389.17	\$373,660.58
F2	\$489,268.76	\$295,604.85	\$262,620.56	\$241,704.05	\$236,773.99
F3	\$57,860.20	\$58,779.37	\$52,587.23	\$54,694.88	\$57,814.47
F5	\$110,901.13	\$105,835.79	\$97,169.48	\$29,802.63	\$22,313.33
F6	\$25.00	\$28,788.09	\$26,135.23	\$25,667.45	\$18,772.73
TA	\$28,475.66				
TOTAL	\$4,486,227.30	\$4,288,661.81	\$4,217,465.33	\$3,934,593.19	\$3,754,504.37

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
NZL2,889.10	10,127.18	12.00	537.48	216.00	5,952.36	136.25	4,093.85					120,761.12
<div> <div>FICA TAX 9,151.21</div> <div>FED INCOME TAX 7,554.66</div> <div>STATE INCOME TAX 4,576.49</div> <div>SUI/SDI TAX</div> </div> <div>TOTAL VOL. DEDUCTIONS 5,384.32</div> <div>TOTAL DIRECT DEPOSITS 78,263.66</div> <div>NET PAY 15,830.78</div>												
*** REPORT TOTALS ***	2,889.10	12.00	537.48	216.00	5,952.36	136.25	4,093.85					120,761.12
<div> <div>TOTAL FICA TAX 9,151.21</div> <div>TOTAL FED INCOME TAX 7,554.66</div> <div>TOTAL STATE INCOME TAX 4,576.49</div> <div>TOTAL SUI/SDI TAX</div> </div> <div>TOTAL VOL. DEDUCTIONS 5,384.32</div> <div>TOTAL DIRECT DEPOSITS 78,263.66</div> <div>NET PAY 15,830.78</div>												
<div>PR# 14 Gen \$12,597.56 + \$956.72 = \$13,554.28</div> <div>Hwy \$21,209.40 + \$1,600.50 = \$22,809.90</div>												
<div>PR# 15 Gen \$14,351.61 + \$1,090.94 = \$15,442.55</div> <div>Hwy \$21,129.40 + \$1,594.35 = \$22,723.75</div>												
<div>PR# 16 Gen \$29,733.25 + \$2,267.69 = \$32,000.94</div> <div>Hwy \$21,739.90 + \$1,640.99 = \$23,380.89</div> <div>\$120,761.12 \$9,151.19 \$129,912.31</div>												



Assessment Report

- Final Roll for 2025 is complete and available on the town and county website.
- Please review the attached (orange) cover letter I plan to include with each mailing to new property transfers, value changes, etc. Feel free to mark up the letter with changes or additions you feel are important and leave in my mailbox. I love how much the community of Mexico has to offer and felt compelled to offer that information to new folks.
- I really enjoyed and learned a lot during the Cornell summer session. I took the second part of Valuation which focuses on the 3 approaches to valuation. I received a score of 100% on the exam. The reservation for the hotel was short one night so I added it to my stay when I arrived for class. At checkout, I tried to use both the Town Clerk credit card and the Supervisor clerk card. Both were denied at the hotel. There is a voucher submitted for payment of the final night for \$144.00. After this is paid and we get a receipt, I can submit for reimbursement for the town.
- Earlier this year, I requested that Anne Marie be allowed to attend the NYS Assessors' Annual Conference and Seminar. It will be held Oct 6-9. This information for registration was just released and the main hotel is already completely booked. I reached out to secondary lodging and was able to hold a room for her without a down payment. I prefer to ask ahead of time and then submit the vouchers for payment, but the time to do so is limited, so am submitting the vouchers for payment at this meeting.
- I will also be attending conference; however a different municipality will be covering the costs this year.
- Anne Marie is working with Ron to get all the past several years of building permit information up to date on our assessment records. We want to be sure that there are no demos, or new construction falling through the cracks. Ron has been great getting us new permits regularly which include very clear and descriptive information. I will be valuing changes that are needed and viewing properties from the road.

(Please see change in office hours on next pg.)

Respectfully Submitted,

Heather Garner

Assessor

- As of Monday, October 6, 2025, the Assessor's Office will be changing the days to better suit the needs of the property owners. Hours will be Monday 10am-7pm, the first and third Thursday of the month 5-8pm. Please let us know if this suits the board.

Consideration for Assessment Update

- I highly recommend the Town Board make a firm decision IF and WHEN they would like an Assessment Update. There are several options available to the town to accomplish this. I would like the Board to consider both in-house and outside vendor options AND the pros and cons to both.

**The following tasks NEED to be included in the Update regardless of who is chosen to complete the job:

1. LAND TYPES- the inventory recorded for properties in the town generally do not include correct acreage identification for many land types including but not limited to: Agricultural, woods, wetlands, waterfront feet, orchards, primary, secondary, undeveloped. This is accomplished by 1. viewing each property on the GIS system 2. measuring each land type 3. updating the electronic assessment inventory database 4. updating hardcopy property record card.
2. DATA MAILERS- these are a complete inventory of each property. The data mailers are created using the RPS report system, printed, sorted, folded and enveloped, mailed with return postage-paid envelopes. GOAL of 75% return rate. (Typical return rate with about ½ returned with changes and ½ returned confirming correct inventory. The most common change in a town with relatively accurate inventory is heat type (i.e. oil recorded change to propane). All returned data mailers are recorded at rec'd in the RPS System, changes are recorded on electronic assessment inventory database and hardcopy property record card. Site visits are made for any questionable and more in-depth reviews as needed. Data mailers are then filed in Property Record Folders.
3. SALES ANALYSIS- each sale that has occurred in the town/village must be reviewed and determined whether it is appropriate to use as a foundation for valuation of every property in the town/village and as a direct comparable for property similar. Sales are either identified as usable or discarded for use in the update. A SALESBOOK with property details on sale and inventory as well as photos is compiled for property owners to refer to during the INFORMAL REVIEW-BAR-SCAR process.
4. VALUATION- COST, MODEL & COMPARABLE SALES- Each of the 3 valuation approaches must be considered for each property & INCOME approach may also be considered for commercial property. An electronic database compiled using each individual detail from the market (i.e. the sales indicated that a buyer is willing to pay \$3,500 for a full bathroom and \$1,000 for a ½ bath or a buyer does not pay any more or less for a home with an above ground pool.)
5. EACH sale selected for the process is then compared to the 3 approaches. The calculation of each approach MUST reflect the Time Adjusted Sales Price (what it would have sold for on the valuation date- July 1 of the year before final roll.) *This is the first key that needs to be reached to qualify for state aid.*

6. Once the Valuation approaches predict EVERY SALES used the file is sent to NYS ORPTS for review. They will run several analyses of the data to determine that the valuation is fair, equitable and meets all NYS Real Property Tax Laws for valuation. *This approval is the first step to qualify for state aid.*
7. Each property is valued and individually calculated to determine final estimate of market value.
8. Each eligible property exemption must be individually updated with new valuation.
9. Database is then updated, measured by NYS ORPS again, new estimated tax rates are calculated and applied to database, and IMPACT NOTICES are printed then mailed to property owners.
10. Appointments are scheduled for property owners to meet informally with the valuer(s). Owners should bring photographs of their property and written information of what they believe property would sell for and why. They should have looked at the sales book and identified 3 property sales like theirs. Valuer will provide the analysis used for the estimated market value of property and explain process to owner, answer questions about their property and collect all verbal and written information owner provides. This information will be used for a THIRD review of the estimated market value. EVERY PROPERTY REVIEWED will be mailed a decision letter based on the appointment.
11. Board of Assessment Review The outside valuation company may be hired to meet with Assessor & BAR members prior to Grievance Day and walk them through the valuation guide used. They may also be hired to attend BAR with Assessor and explain the values and represent the Assessments. This may also be conducted solely by the Assessor. *IF the Town hires a company this requirement must be included in the original contract.*
12. Small Claims Assessment Review. Prepares for SCAR, attends hearing with Assessor and Defends the values during hearing. *IF the Town hires a company this requirement must be included in the original contract.*

I believe the last update about 10 years ago was conducted using a contractor and cost the town about \$250,000. If it is the pleasure of the board, we should start budgeting for a project in the year 2026. We can also start working on parts of the process in-house if the Town would like to budget specific items and assign them to our office for 2026.

If the Town Board would like our office to begin with the Land Types and Data Mailers in 2026 we could budget that portion. I would do the land types at \$4 per total active town parcels and Ann Marie would complete the data mailer process at \$4 per total active town parcels. There are 2806 active parcels. I would also like to order self addressed non-window envelopes & window envelopes to expedite the mailing process. If not ordering envelopes add an additional \$1 for Ann Marie time to label and stamp each of the 5,612 envelopes.

Assessment File Summary

Parcel Count Summary

Active Parcels	2806
Inactive Parcels	0
Historical Parcels	444
Total Parcel Records	3250
Special District Records (Active)	4193
Exemption Records (Active)	1352
Class Records (Active Hmstd + Non-Hmstd)	0
Residential Sites (Active)	2587
Commercial Sites (Active)	209
Industrial Sites (Active)	0

Roll Section 9 Entries

Number of Entries	0
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Sales File Summary

Parcel Count Summary

Total Sales	5343
Incomplete Sales	5
Sales Pending Transmission	25

Sale Inventory

Residential Inventory Sites	838
Comercial Inventory Sites	42
Industrial Inventory Sites	0

Town of Mexico

64 Jefferson St. PO Box 98

Ph. 315-963-7633 Fax. 315-963-8806

www.mexicony.org

Village of Mexico

3236 Main St. PO Box 309

Ph. 315-963-7564 Fax. 315-963-0971

Dear Neighbor,

Welcome! Whether you've been in our community for a while or new to property ownership here, we are delighted to have you in Mexico. We all hope you are settled in and enjoying all the wonderful opportunities our community offers. This letter highlights municipal offices and community information that we hope you will find helpful.

The JOINT website for the Town & the Village of Mexico is-

www.mexicony.org

& is jam-packed with fabulous information for you.

BOTH town and village office hours, contact information plus forms, various board details, court & dog control as well as contact information for all departments **can be found in one place.** Find email, mail, phone and fax as well as meeting minutes and important notices. You can find out more about our town and village parks, historians, museums, & farmers market too. Be sure to mark the website as a favorite go-to for forms and even more information for the offices below.

Community Get out and explore! Mexico State Park, Casey's Cottage & Mexico Community Park. The Mexico Public Library is at 3269 Main St. find out more at www.mexicopubliclibrary.org Check out the **Greater Mexico Chamber of Commerce** events- Summer sounds of music from the Gazebo on Wednesdays. Soak up the fall crisp air & join the annual Cider 5K run/walk. Horse carriage rides, a parade plus more winter fun during the Christmas in Mexico celebration. Agriculture is plentiful with fruit orchards, cideries, horse stables & fresh eggs just to name a few. Support the vast local businesses including food, self-care, shopping and so much more! Follow businesses, the chamber and the Mexico community pages on facebook for specials & events.

We also love our Amish community members, so please be sure to watch for buggies and enjoy baked goods, hand-made goods and fresh fruits and veggies along the roadways.

We are thrilled you have joined our growing community in the Town & Village of Mexico. Should you need assistance navigating services or finding local resources, these offices are your first stop.

Warm regards,
The Town and Village of Mexico Leadership

Town of Mexico
64 Jefferson St. PO Box 98
Ph. 315-963-7633 Fax. 315-963-8806

www.mexicony.org

Village of Mexico
3236 Main St. PO Box 309
Ph. 315-963-7564 Fax. 315-963-0971

Town of Mexico office is located at 64 Jefferson St.

- **Town Clerk/Town Tax Collector** can help with marriage license, **TOWN PROPERTY** water bills, January Town and County Bills plus notary, vital statistics, dog licenses, disabled drivers permits & Foil requests of public records. Hours- Mon-Thurs 11am-4pm 315-963-7633
- **Town Board** meets at 7pm on the 2nd Monday of the month.
- **Code Enforcement Officer** can assist with building & demo permits as well as the town zoning maps. Hours- Mon-Thurs 9am-11am 315-532-0288
- **Assessor** is available to assist BOTH TOWN AND VILLAGE property owners with exemptions and assessments. Hours-Wednesdays 10am-7pm. 315-963-3491
*Common exemptions: Veterans, Low-Income Sr. Citizen, Low-Income Disabled & Agricultural.

Village of Mexico is located at 3236 Main St.

- **Village Clerk** can help with **VILLAGE PROPERTY** including water/sewer bills & village tax bills.
- hours- Mon-Fri 8:30am-4pm 315-963-7564
- **Village Board** meets at 4pm on the 1st Wednesday of the month.
- **Code Enforcement Officer** can assist with building & demo permits as well as village zoning maps. Hours- Wed & Thurs 8:30am-4pm 315-963-0825
- **Department of Public Works** assists with water meter readings, sewer maintenance, and after-hours emergency repairs. 315-963-3853



Town of Mexico Board Meeting

August 11, 2025

Historian Report – July/August 2025

1. I would like permission from the Board to return the following items to Historical Society which were found in the Historian Office and are not part of the Museum collection:
 - 2010 Archaeological Survey and Assessment/Starr Clark Tin Shop Stabilization study
 - Mexico Abolitionist Petitions, 1835-1845, prepared by Dr. Judith Wellman
 - Workshop material from 1998 “Researching the Freedom Trail in Central New York” presented by Oswego County Freedom Trail Committee
 - Mexico Historical Society Scrapbook from 1982 and 1983 containing photographs of meetings and celebrations of that organization
 - Locked metal box containing Historical Society cancelled checks, bank statements and reports dated 1998 – 2002. No key available
2. Have obtained estimates for painting and repairs at Museum. Copies and summary available
3. Opened the museum on July 16, July 30 and August 6. Set up new exhibit of MACS items in anticipation of their 200th anniversary celebration. Invited MACS reps to come in to see what is in the collection.
4. Planning a monument cleaning workshop with Historical Society on August 16 at Mexico Village Cemetery. Anticipating 20 people to participate
5. Updated town cemeteries’ descriptions on mexicony.org
6. Approximately 25 hours of work in office, museum and home, still sorting and cleaning. Trying to incorporate 120 years’ worth of historian records into one filing system.
7. Responded to several inquiries from the public

Sue Vaughn

Historian



Department of State
Corporations, State Records & UCC

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New York State
Department of State
DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
dos.ny.gov

Local Law Filing

Pursuant to Municipal Home Rule Law §27

Local Law Number ascribed by the legislative body of the local government listed below:

1 of the year 20 25

Local Law Title: A local law imposing a six (6) month moratorium on applications for solar facilities within the
Town of Mexico.

Be it enacted by the Town Board of the
(Name of Legislative Body)

☐ County ☐ City ☒ Town ☐ Village
(Select one)

of Mexico as follows on the attached pages:
(Name of Local Government)

For Office Use Only

Department of State Local Law Index Number: _____ of the year 20 ____

(The local law number assigned by the Department of State for indexing purposes may be different from the local law number ascribed by the legislative body of the local government.)

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SECTION 1: TITLE

This shall be known as Local Law 1 of the year 2025, a local law imposing a six (6) month moratorium on applications for solar facilities within the Town of Mexico.

SECTION 2: PURPOSE AND INTENT

The purpose of this Local Law is to protect the public health, safety and welfare of the residents of the Town of Mexico and to maintain the status quo as to certain solar energy uses, as the present zoning regulations in the Town do not adequately address this type of use. The moratorium will stop the processing of applications for, and the issuance of any permits, certificates of occupancy and approvals for certain land uses relating to solar energy, including but not limited to solar farms. The moratorium is for a period of six (6) months, allowing the Town Board time to analyze and determine potential appropriate revisions and amendments to the Town of Mexico Zoning Code concerning this use.

SECTION 3: LEGISLATIVE FINDINGS

The Town of Mexico Town Board does hereby find that without a temporary halt on the processing, permitting, and approvals for certain solar land uses there is the potential that such uses could be located in unsuitable areas within the Town and/or on particular lots without adequate dimensional regulations in place. The potential for the unsuitable location of and lack of proper dimensional regulations for, such uses would have materially adverse and irreversible impacts on the Town.

The Town Board also finds that it is in need of time to perform the necessary analysis of the potential types of solar energy facilities that could be located in the Town. By maintaining the status quo regarding such uses, the Town Board can provide for the planned orderly growth and development of the Town.

SECTION 4: MORATORIUM IMPOSED; APPLICABILITY

For a period of time of six (6) months following the effective date of the adoption of this Local Law, no application may be processed, and no permits, certificates of occupancy, approvals, denials, determinations or interpretations may be issued or granted for any land uses relating to solar energy, including but not limited to solar farms.

The term “land uses relating to solar energy” shall be broadly construed to include any facility designed to generate electric power to be marketed, sold or used for other than the power demands of the improvements on the property on which such facility is located. Not including within the scope of this moratorium are solar energy facilities designed to generate electric power solely for the use of the improvements located on the same property.

The term “solar farm” shall mean “a collection of solar panels covering one-quarter (1/4) acres or more of land that are designed to capture sunlight and transform it into electricity”. This definition includes freestanding and ground pole-mounted photovoltaic and parabolic solar installations. This definition does not include photovoltaic panels that are mounted on or affixed to residential dwellings for their use, or municipal buildings, or existing panels mounted on commercial or industrial buildings.

This Local Law shall be binding on the Town Board, Planning Board, Zoning Board of Appeals, Building Inspector, all Town officials and employees, and any applicant or real property owner in the Town desiring to apply for or receive a permit, certificate of occupancy or approval in the Town of Mexico. During the period of the moratorium, the Town Board shall endeavor to complete all reasonable and necessary review, study, analysis and, if warranted, revisions to the Town of Mexico Code. During the period of the moratorium, no applications will be accepted, nor permits, certificates of occupancy or approvals issued, which would authorize development within the Town for land uses relating to solar energy as described above.

SECTION 5: TERM

This moratorium shall be in effect for a period of six (6) consecutive months from its effective date. This Local Law shall be subject to renewal for a cumulative period of up to an additional six (6) months, if necessary, by Resolution(s) of the Town Board.

SECTION 6: EFFECT ON OTHER LAWS

To the extent that any law, ordinance, rule or regulation, or parts thereof, are in conflict with the provisions of this Local Law, including all provisions of Article 16 of the New York State Town Law concerning special use permit, site plan, building permit and certificate of occupancy procedure and requirements, this Local Law shall control and supersede such law ordinance, rule or regulation.

SECTION 7: WAIVER

Owing to the limited scope and duration of this moratorium, there is no provision being made in this Local Law for any waivers to its applicability. However, the Town Board may, but is not obligated to, promulgate regulations by a Resolution of the Board authorizing a hardship waiver process to this moratorium.

SECTION 8: SEVERABILITY

If any clause, sentence, paragraph, section or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall be confined in its operation to the clause, paragraph, section or part thereof directly involved in the controversy in which such

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judgment shall have been rendered, and the remaining provisions shall remain in full force and effect.

SECTION 9: EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State in accordance with New York Municipal Home Rule Law.

Local Law Filing

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

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1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto ascribed as local law number 1 of 2025 of the ~~(County)(City)(Town)(Village)~~ of Mexico was duly passed by the Town Board on September 8 2025 in accordance with the applicable provisions of law.

(Name of Legislative Body)

~~2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)~~

~~I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20____ in accordance with the applicable provisions of law.~~

~~(Name of Legislative Body)~~

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20____.

(Name of Legislative Body)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____ in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____ in accordance with the applicable provisions of law.

(Name of Legislative Body)

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

Local Law Filing

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20 ____ of the City of _____ having submitted to referendum pursuant to the provisions of Section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20 ____ became operative.

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6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed thereto, ascribed as local law number _____ of 20 ____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20 ____ pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in the paragraph 1 above.

(Seal)

Clerk of the county legislative body, City, Town or Village Clerk or
officer designated by local legislative body
Nicole Wild, Town Clerk

(Date)