

Mexico Town Board Agenda
Monday, December 8, 2025
Town Hall, 64 S Jefferson St. Mexico, 7:00pm

1. Approval of Minutes
2. Communications
 - o Meals on Wheels
3. Public Comment
4. Reports
 - o Town Clerk, Water Clerk
 - o Dog Control
 - o Zoning Officer/ Building Inspector
 - o Highway Superintendent
 - o Historian's Report
 - o Community Park Manager
 - o Mexico Point Park
 - o Planning Board
 - o Zoning Board of Appeals
 - o Water Commissioner
 - o Supervisor's Report
 - o Assessor's Report
 - o Fire Department Update
 - o Water District Update
 - o McAuslan Hall Update
 - o Co Rt 64 Cemetery Update
 - o Comprehensive Plan
 - o Ag & Market Committee Report
5. Consider November 2025 Payroll
6. Set Date for Public Hearing Re: LL 1 of 2026 Amending Grievance Day Date
7. Resolution Authorizing Noelle LaFlamm to serve as the Town's RD Level-2 Grant Application Processor for Well #4 with Bernier, Carr, & Associates
8. Other Business
9. Audit & Approve Abstracts
10. Recess

Community Services



From Sarah Babcock <sbabcock1@oco.org>
To TownClerk@MexicoNY.org <TownClerk@MexicoNY.org>
Date 2025-11-13 11:54 AM

Good Morning:

The OCO Nutrition Services Meals on Wheels Program is in need of a volunteer driver to deliver meals on Mondays.

Some information facts on the volunteer route is the volunteer would be delivering Monday's and Tuesday's meals when they deliver on Monday.

The route is roughly 13 miles round trip while the meals can be picked up between the times of 9:30-10:30 on Mondays. There are 11 clients so once volunteer is comfortable with the delivery process it will take them roughly 45 – 60 minutes to complete all the deliveries.

Mileage reimbursement can be requested on a monthly basis and many of the holidays that the program is closed on falls onMondays.

The volunteer route can be done as a group with group members alternating Mondays so it does not fall all on one person.

If you could possibly pass this along while at a town meeting, I would appreciate it greatly as the program is in need.

Thank you SO much

Sarah Babcock

Sarah L. Babcock

Support Service Specialist

OCO Nutrition Services

5871 Scenic Ave.

Mexico, N.Y. 13114

315-598-4712 ext. 1807

Did you know ... it's OCO! Our non-profit agency helps lift people out of poverty through

 more than 50 human service programs that serve over 15,000 people each year.

Visit our website, www.oco.org for more information.

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TOWN CLERK'S MONTHLY REPORT

TOWN OF MEXICO, NEW YORK

NOVEMBER, 2025

TO THE SUPERVISOR:

PAGE 1

rsuant 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

1	MARRIAGE LICENSES	NO. 25016 TO 25016	17.50
2	CERTIFIED COPIES		20.00
TOTAL TOWN CLERK FEES			37.50

A2544

12	DOG LICENSES	202.00
TOTAL A2544		
202.00		

A2555

12	BUILDING PERMITS	1,987.20
TOTAL A2555		
1,987.20		

A3510

2	SHELTER FEES	230.00
TOTAL A3510		
230.00		

TOWN CLERK'S MONTHLY REPORT

NOVEMBER, 2025

page 2

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	2,456.70
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	51.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	22.50
TOTAL DISBURSEMENTS	2,530.20

Town of Mexico
Payment History
Payment Date from 11/01/25 To 11/30/25

Report by District

Page 1

<u>Account</u>	<u>Pay ID</u>	<u>Pay Date</u>	<u>Bill ID</u>	<u>Amount</u>	<u>Penalty</u>	<u>Taxes</u>	<u>Total</u>
STRICT 1							
Sub - Totals:			METERS & PARTS-01	\$1,751.60	\$0.00	\$0.00	\$1,751.60
Sub - Totals:			Water-00	\$14,737.15	\$12.61	\$0.00	\$14,749.76
Sub - Totals:			DISTRICT 1	\$16,488.75	\$12.61	\$0.00	\$16,501.36
STRICT 2							
Sub - Totals:			METERS & PARTS-01	\$103.00	\$0.00	\$0.00	\$103.00
Sub - Totals:			Water-00	\$5,246.27	\$0.00	\$0.00	\$5,246.27
Sub - Totals:			DISTRICT 2	\$5,349.27	\$0.00	\$0.00	\$5,349.27
STRICT 3							
Sub - Totals:			METERS & PARTS-01	\$2.75	\$0.00	\$0.00	\$2.75
Sub - Totals:			Water-00	\$1,644.09	\$0.00	\$0.00	\$1,644.09
Sub - Totals:			DISTRICT 3	\$1,646.84	\$0.00	\$0.00	\$1,646.84
STRICT 5							
Sub - Totals:			Water-00	\$715.35	\$0.00	\$0.00	\$715.35
Sub - Totals:			DISTRICT 5	\$715.35	\$0.00	\$0.00	\$715.35
Grand Totals:				\$24,200.21	\$12.61	\$0.00	\$24,212.82

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

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 November 2025

12 building permits issued for the month of November.

1 property Violation.

Completed 12 hours of mandatory training for NYS code update for the new 2025 building codes.

Reports are attached.

Code / Zoning Officer

Ronald J. Marsden



Town of Mexico
Building Permits by Issued Date: 11/01/2025 - 11/30/2025

Permit# Applicant Name	Issued	Final	Property Owner & Location	Tax Map# Lot#	Fee	Project Cost	Description
25-0084 Pearson Linda M	11/03/25		Pearson Linda M 6052 St Rt 3	116.00-01-31	10.00		Demo collapse barn/ rebuild 27 x 52 w / 35 x 50 Agricultural storage barn
25-0085 Jantzi Timothy	11/03/25		Jantzi Timothy 3940 St Rt 69	152.00-02-12	180.00	20,000.00	30 x 40 pole barn
25-0086 Jantzi Timothy	11/03/25		Jantzi Timothy 3940 St Rt 69	152.00-02-12	171.00		22 x 26 kitchen extention / master bedroom / post foundation
25-0087 Anderson Herbert III	11/04/25		Anderson Herbert III 31 Emery Rd	134.00-04-07.12	62.00	36,000.00	Reframe backwall / new support beam
25-0088 Lallier Eric	11/05/25		Lallier Eric 61 St Rt 104B	099.00-03-33.01	285.00	30,000.00	40 x 48 garage/ storage
25-0089 White Cody	11/13/25		White Cody 76 Ames St	134.00-01-12.2	50.00	39,000.00	Reroof home
25-0090 Washer Greta	11/13/25		Washer Greta 105 Munger Hill Rd	134.00-01-26.02	250.00	25,000.00	Replace Antennas and equipment
25-0091 Burlingame Charles	11/13/25		Burlingame Charles 410 Co Rt 58	153.00-01-05.08	115.20	15,000.00	24 x 32 pole barn
25-0092 Lentine John	11/18/25		Lentine John 3377 Us Rt 11	118.00-02-05	75.00	8,000.00	replace deck/ w 14 x 16 enclosed porch
25-0093 Fellowship Baptist Church of	11/24/25		Fellowship Baptist Church of 2604 Us Rt 11	173.00-03-30	75.00	30,000.00	12 x 14 storage room
25-0094 Verdoliva Francis J Jr	11/24/25		Verdoliva Francis J Jr 329 Co Rt 16	116.00-01-24.22		13,500.00	replace collapsed building with same size 14 x 28 shed
25-0095 Gardner Gas of Ny LLC	11/24/25		Gardner Gas of Ny LLC 5964 St Rt 3	116.00-01-33.05	714.00		34 x 141 pole barn

Total Count: 12

Total: **\$1,987.20** **\$216,500.00**

Town of Mexico

Violation Summary by Date Range: 11/01/2025 - 11/30/2025

Violation#	Violator Name	Violation Date	Property Owner & Location	Tax Map#	Offense	Warning Letter Printed	Comply by Date	Corrected Date
25-0064	Faulkner Michael	11/13/25	Faulkner Michael 82 Dewey Rd	116.00-03-07	Recreational vehicles located outside recreational	/ /	11/28/25	/ /

Total Count: 1

Highway Superintendent Report November 2025

General maintenance on equipment

Put in driveway culvert Halsey Rd

Patching potholes throughout the town

Getting plows ready for winter

Putting out snowpoles

Turned in CHIPS paperwork. Getting \$313,710.38 reimbursement

Highway Superintendent

A handwritten signature in black ink, appearing to read "Paul J. Marshall". The signature is fluid and cursive, with a large, stylized 'P' at the beginning.

Town of Mexico Board Meeting

December 8, 2025

Historian Report for November 2025

1. Storm doors for the Museum have been ordered and are expected to arrive soon. The old doors have already been removed.
2. The Museum will be open to the public for the Christmas in Mexico event on December 6. After this, it will remain closed until spring. Sandy Burdick will oversee the opening of the Museum for the holiday event and will also manage the preparations necessary for its winter shutdown. Following the event, the water at the Museum can be turned off until reopening in the spring.
3. Efforts are ongoing to scan photos, documents, and newspaper clippings from both the Museum and the historian's office. This process helps preserve historical materials and make them more accessible.
4. Several inquiries from the public have been addressed during this period, demonstrating continued interest in the history of the Town of Mexico.
5. The Historian will be out of town until early April but will continue working remotely on home histories and other posts for Facebook. Additionally, work will proceed on content for the Town website. The scanned items will be organized and posted in a gallery format for the public to view and enjoy.
6. I will also be available by email or text/phone if any problems or questions arise.

Susan Vaughn

Historian

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 November, 2025

	Prev Balance	\$2,446,584.68
25-Nov Water Deposit	\$2,298.88	
Clerk Fees/Vital Records	\$80.00	
Dog Licenses	\$228.00	
Fines & Bail	\$1,936.00	
Building Permits	\$1,432.00	
November Interest	\$2,434.34	
Oswego County Mortgage Tax	\$26,855.24	
NYMIR Graffiti Removal	\$9,102.00	
Sub Total	\$44,366.46	
November Capital Interest	\$1,516.56	
Sub Total	\$45,883.02	
		\$ 2,492,467.70

HIGHWAY RECEIPTS

	Prev Balance	\$1,216,872.41
25-Nov November Interest	\$577.38	
Sub Total	\$577.38	\$1,217,449.79

GENERAL EXPENSES

EEHC	(\$182.02)
Paid Vouchers	\$34,760.20
Payrolls	\$35,226.30
TNH H.I. Reimbursement	(\$926.64)
Sub Total	\$68,877.84

HIGHWAY EXPENSES

EE CURRENT HC CONTRIBUTION	(\$546.56)
Paid Vouchers	\$62,390.81
Payrolls	\$48,472.73
Retiree Supplemental H.I. Reimbursement	(\$129.50)
Sub Total	\$110,187.48

GENERAL Balance	\$2,423,589.86
HWY Balance	\$1,107,262.31
Total	\$3,530,852.17

Eric Behling, Supervisor



1-3-25

Date

FUND	CASH REPORT				
	Nov-25	Nov-24	Nov-23	Nov-22	Nov-21
A	1,157,383.99	785,721.51	824,405.86	843,419.48	763,391.69
Cap Reserve	756,537.58	736,994.50	628,152.63	623,891.49	533,280.28
B	-505,796.88	-403,617.26	-379,609.43	-33,730.83	107,922.56
DA	668,501.45	831,003.43	838,490.38	791,856.49	639,423.29
DB	750,264.23	538,849.57	461,055.12	403,106.35	270,839.35
SF	10,449.29	6,531.29	5,531.29	5,758.29	14,985.29
SM	3,222.79	3,167.78	3,486.90	3,018.49	2,514.83
SS	9,202.15	5,350.15	3,814.15	2,878.15	2,878.15
ST	517.25	971.07	1,824.47	2,361.94	2,809.19
FO	222,112.19	432,654.60	401,716.54	389,075.60	380,243.21
F2	485,629.89	300,225.74	264,125.51	249,836.91	238,345.99
F3	36,318.62	40,182.21	33,631.83	32,825.98	33,326.72
F5	97,124.71	93,766.01	83,614.11	82,774.06	10,724.33
W6	25.00				
TA	32,232.94	28,940.89	29,377.65	24,897.77	20,927.27
TOTAL	3,723,725.20	3,400,741.49	3,199,617.01	3,421,970.17	3,021,612.15

COMHOURS CO REGULAR	EARNS REGULAR	HOURS OVERTIME	EARNS OVERTIME	HOURS HOLIDAY	EARNS HOLIDAY	HOURS PERSONAL	EARNS PERSONAL	HOURS SICK	EARNS SICK	HOURS VACATION	EARNS VACATION	GROSS EARNINGS	SAVINGS EARNINGS
NZL1,411.05	67,586.98	46.00	1,903.32	152.00	4,219.52	133.00	4,042.78					77,802.85	
FICA TAX 5,896.21 FED INCOME TAX 5,430.99 STATE INCOME TAX 3,059.95 SUI/SDI TAX													
TOTAL VOL. DEDUCTIONS 3,513.98 TOTAL DIRECT DEPOSITS 50,216.37 NET PAY 9,685.35													
*** REPORT TOTALS *** 1,411.05 46.00 1,903.32 152.00 4,219.52 133.00 4,042.78 77,802.85 67,586.98 TOTAL FICA TAX 5,896.21 TOTAL FED INCOME TAX 5,430.99 TOTAL STATE INCOME TAX 3,059.95 TOTAL SUI/SDI TAX													
TOTAL VOL. DEDUCTIONS 3,513.98 TOTAL DIRECT DEPOSITS 50,216.37 NET PAY 9,685.35													

PR #23 Gen \$ 8,605.40 + 651.34 = 9,256.74
 Hwy \$ 20,643.60 + 1,558.34 = 22,201.94

PR #24 Gen \$ 24,130.53 + 1839.03 = 25,969.56
 Hwy \$ 24,423.32 + 1847.47 = 26,270.79
77,802.85 5,896.18 83,699.03

MR





**Department of State
Corporations, State Records & UCC**

DRAFT

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 26 _____

Local Law Title: A local law changing the date established for Grievance Day for Real Property Assessment
Review for 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.)

SECTION 1: TITLE

This Local law Shall be known as Local Law No. 1 of 2026, a local law changing the date established for Grievance Day for Real Property Assessment Review.

SECTION 2: AUTHORITY

This Local Law is enacted pursuant to Real Property Tax Law Section 512, which establishes Grievance Day as the fourth Tuesday of May, but enables a Town to change such Grievance Day by Local Law.

SECTION 3: STATEMENT OF PURPOSE

The Town of Mexico employs a sole Assessor who also serves as the Assessor for other assessing units. Pursuant to the authority granted in Real Property Tax Law, Section 512, the Town of Mexico wishes to establish a date for the meeting of the Board of Assessment Review to hear grievances other than that established in Real Property Tax Law, Section 512, subsection 1.

SECTION 4: GRIEVANCE DAY

The Town of Mexico hereby adopts as its Grievance Day the Thursday immediately following the fourth Tuesday of the month of May and so many days thereafter as the Board of Assessment Review deems necessary for the purpose of the Board of Assessment Review hearing complaints in relation to assessments.

SECTION 5: SEVERABILITY

If an article, section, paragraph or provision of this Local Law shall be deemed invalid by any authority of competent jurisdiction, such determination shall apply only to the article, section, paragraph or provision adjudged invalid and the rest of this Local Law shall remain to be valid in full force and force and effect.

SECTION 6: EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State.

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.)

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

I hereby certify that the local law annexed hereto ascribed as local law number 1 of 2026 of the (County)(City)(Town)(Village) of Mexico was duly passed by the Town Board on January 12 2026 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 _____ (Name of Legislative Body)
(approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20 _____ in accordance with the applicable provisions of law.

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 _____ (Name of Legislative Body)
(approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20 _____

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 _____ (Name of Legislative Body)
(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.

* 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.

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.

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

(Seal)

(Date)

Well No. 4 Funding Application Instructions

 **From** McKenzie L. Lehman <MLLehman@TheBCGroup.com>
To Kathy Barber <superclerk@mexicony.org>
Cc Amanda Malmin <amalmin@thebcgroup.com>, Michael D. Altieri <maltieri@TheBCGroup.com>
Date 2025-11-19 15:58

 Level 2 User eAuth ID Information.pdf (~210 KB)  Level 2 User eAuth ID Instructions.pdf (~145 KB)  Application Instructions.pdf (~215 KB)
 Authorization Letter for Assistance with Application.pdf (~537 KB)  Notice of Intent to File Resolution.doc (~37 KB)

Hi Kathy,

To follow up on our phone call this afternoon, we have completed the funding application for Well No. 4 through Rural Development's RD Apply system. The next step is to have either the supervisor or someone else in the Town office sign up for an RD Apply Level 2 user eAuth ID, which will allow them to complete all of the certifications to finalize the application. To do this, you can follow this link: [RD Apply | Rural Development](#) and click "Continue" under "Ready to apply?" at the bottom of the page. Additional guidance is attached to this email.

***Please note that if someone other than the supervisor will be doing this, there will need to be documentation from the board giving that person the authority to sign on behalf of the supervisor. This can be a resolution that the board votes on at their next meeting. As mentioned in our phone call, I will be heading out on maternity leave within the next couple weeks, so we will need to add another BCA representative to the application to ensure that it can be submitted on the Town's behalf. Could you provide another authorization letter like the one I attached that you completed for me previously but for Amanda Malmin in our office? I have copied her, along with Mike Altieri on this email.

Once you have completed the application process for the Level 2 eAuth ID and have been approved, you can get into the application and certify the necessary documents. Instructions for completing the application are attached.

The last step to this process is to publish a Notice of Intent to File resolution within 60 days of the application being submitted. We will let you know when the application is submitted and the 60-day clock starts. I have attached a template for this resolution that was provided by RD, which also includes instructions. The Affidavit of Publication can actually be sent to us, and we can pass it along to RD.

Feel free to reach out with any questions. If I am unavailable, Amanda can assist with any questions you may have.

Thank you!

McKenzie L. Lehman, PE
Associate / Civil Engineer
15 Public Square | Watertown, New York 13601
Tel. [315-782-8130](tel:315-782-8130) ext. 273

www.thebcgroup.com  