

Mexico Town Board  
Minutes of the Regular Meeting  
Held December 8, 2025 at the Town Hall 64 S Jefferson Street Mexico  
Commencing at 7:00 P.M.

Present: Eric Behling, Supervisor  
Russell Partrick, Councilor  
Chad Bigelow, Councilor  
Had Fravor, Councilor  
Jeanne Revette, Councilor  
Graham Seiter, Town Attorney  
Nicole Wild, Town Clerk  
Russ Marsden, Highway Superintendent  
Diane Chepko-Sade, Friends of Mexico Point Park  
Marcia Delong, Comprehensive Plan Committee & Ag/Mkt Committee  
Mike Jantz, C2AE

Absent: Jack Spriggs, Dog Control Officer  
Ron Marsden, Code Enforcement Officer  
Heather Garner, Assessor  
AnneMarie Evans, Assessor Clerk  
Carrie Bond, Mexico Point Park Manager  
Ned Waterbury, ZBA Chairman  
Susan Vaughn, Town Historian  
Shannon Bigelow, Community Park Manager  
Nancy Weber, Planning Board Chairwoman  
Terry Grimshaw, Water Commissioner

And 2 in the audience.

Supervisor Behling opened the regular Town Board meeting at 7:00 pm with the Pledge of Allegiance.

#### Approval of Minutes

A motion was made by Councilor Bigelow and seconded by Councilor Fravor to approve the following minutes: October 15<sup>th</sup>, 2025 minutes of the regular meeting and the public hearing regarding Local Law 1 of 2025; November 6<sup>th</sup>, 2025 minutes of the public hearings for the 2026 Town Budget, 2026 Fire Contract, and 2026 Ambulance Contract; November 10<sup>th</sup>, 2025 minutes of the regular meeting and the public hearing regarding the Cable Franchise Agreement.

The motion was approved by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

## Communications

Meals on Wheels Letter

## Public Comment

Concerns were: none

## Reports

**Assessor- none**

**Town Clerk/Water Clerk/Tax Collector**

November disbursements as follows:

Supervisor for General Fund - \$2,456.70

NYS Animal Population Control for Dog Licenses - \$51.00

NYS Health Dept for Marriage Licenses - \$22.50

Water Payment Collection Total: \$24,212.82

A motion was made by Councilor Revette and seconded by Supervisor Behling to accept the November 2025 report as presented. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

**Dog Control- none**

**Zoning Officer/Building Inspector-** Supervisor Behling read Marsden's report: 12 building permits issued, 1 property violation issued, completed 12 hours of mandatory training for NYS code update. Partrick inquired who the responsible party is for demolition of a condemned property. Attorney Seiter said if it is condemned, the attorney lets the property owner know and they have a certain amount of time to fix or demolish it; if the owner takes no action, then the town can remedy it and apply it back to the property taxes via re-levy. Behling asked about permits expiring. Partrick said the permit has just been renewed. Seiter said if they are not fixing the problem then the town has an obligation to address it. Seiter recommends he communicate with Code Enforcement Officer Marsen and send a letter to the property owner and personally serve any violations to the property owner.

**Highway Superintendent-** Superintendent Marsden read his report: general maintenance, driveway culvert, patching potholes, prepping for winter plowing, CHIPS submission for \$313, 710.38 reimbursement completed. Marsden said he normally will receive this amount but money can be rolled over to the following year for use as well.

**Historian-** Supervisor Behling read Vaughn's report: storm door replacement in progress, museum open for Christmas in Mexico, scanning documents, responding to public inquiries; Vaughn will be out of town until early April but is available through phone and email should anyone need her.

**Community Park Manager- none**

**Mexico Point Park-** Diane Chepko-Sade said she will be scheduling an appointment with NYS Parks to discuss powder post beetles at Casey's Cottage. Partrick asked about a community funding source and suggested GoFundMe. Chepko-Sade said she is investigating potential funding sources. Behling said he mentioned the problem to Senator Walczyk and we will follow up with his office. Chepko-Sade said she would reach out to his office and offer a private tour. Chepko-Sade said the cost of fumigation is about \$40K.

**Planning Board- none**

**Zoning Board of Appeals-** none

**Water Commissioner-** Councilor Partrick read a message regarding well #4: drilled 58' down with the new well casing and hit bedrock, which is good; the well was producing 450gal/min, which is better than before; engineers are working on a new screen design for sediments and will know more next month.

**Supervisor's Report Acceptance-**

Supervisor Behling reported that November balances stand as follows:

General Expenses - \$68,877.84

Highway Expenses - \$110,187.48

General Balance - \$2,423,589.86

Highway Balance - \$1,107,262.31

A motion was made by Councilor Bigelow and seconded by Councilor Fravor to accept the Supervisor's November report as presented. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays. Partrick asked what the B line on the cash report is.

**Fire Department Update-** Halsey reported: 63 total calls for November; 583 calls for the year so far; responded to Novelis a second time.

**Water District Update-** Jantz said bids are in and tabulated and are lower than the last estimate but higher than the 2019 obligated monies so C2AE is assisting the town with going through the cost overrun process with USDA-RD but the town is waiting to hear if the town will receive grant money; USDA is typically prioritizes funding for those projects with contractor bids; in this instance the low bid contractor has produced issues with C2AE in the past; C2AE is currently doing their due diligence to show value in engineering and will need to document clearly if the decision is made to NOT go with the lowest bidder; between now and the end of year, formal meetings will be set up for early January with USDA-RD. Jantz said the real decision will come after the meeting with USDA-RD in early January. Seiter said that you do not have to accept the lowest bidder. Partrick said that when the town is ready to award something, Terry Grimshaw and John Power should be consulted. Jantz said that C2AE provides contractor oversight; USDA-RD has experience with municipalities not going with the lowest bidder. Jantz said that they've been getting normal correspondence as of last week, from USDA-RD. Revette asked about the bid process and if the board members should have more information at this time. Jantz said there is a bid tabulation sheet. Jantz explained the sealed bid process for the town. Partrick said that email can be used to disseminate information amongst town board members but not discuss it. Seiter said in a perfect world, the board members have as much information as possible in front of them to make the decision.

**Cemetery Update-** none

**McAuslan Hall Update-** none

**Comprehensive Plan-** Gary Toth said the committee plans to present the draft plan at the April monthly meeting so that the board members have a month to review it before presenting a final draft in May, with a public hearing and approvals in June.

**Ag/Mkt Committee-** Marcia Delong said there was an unsafe structure local law that may help with the property needing demolition. Delong said the Pro-Housing community needs more information to get that up and rolling. Delong said there are grants coming up in January and suggests hiring Morgan but they need a decision soon if the town wants her to start applying

for these grants. Behling asked if she would come to January's meeting and she will forward information to grants to board members who are interested. Delong said the Steering Committee for the ag/mkt protection plan timeline is operating one month ahead of the Comprehensive Plan timeline. Behling asked if the market could cover the salary for the Market Manager. Delong said yes, acknowledging that the funds are not guaranteed but they have 8 people in good faith that plan on applying for seasonal market stalls for the 2026 farmer's market season. Delong said the committee is raising the market stall fee slightly for 2026 and based her information on last season's attendance.

#### **Resolution 2025-84 Farm Market Manager Appointment**

A motion was made by Supervisor Behling and seconded by Councilor Bigelow to accept the following resolution. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Resolved the Mexico Town Board approves the appointment of Erin Salatti to Farm Market Manager at a monthly salary of \$200.

#### **Resolution 2025-85 Approve Grant Writer**

A motion was made by Councilor Revette and seconded by Councilor Partrick to accept the following resolution. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Resolved the Mexico Town Board approves a one-year contract for grant writing services from Morgan Spencer at MSPEN Consulting, LLC for an amount not to exceed \$45,992.

Supervisor Behling said the Fire Department has expressed interest in sharing a grant writer with the town because they are looking for new equipment/trucks. Behling said the contract is not renewed automatically. Counselor Bigelow added that the interest gained from NYCLASS could offset the cost of a grant-writer as well. Seiter said that if Morgan has a lot of experience, it's worth the money if you get the return on investment. Behling said that he recalled if there ever was a combination grant, she would re-examine her fee structure.

DeLong asked the board to create a committee for local law updates. Seiter said he would review any changes to laws before they are presented to the board. Seiter said it is an endeavor to amend zoning laws. Delong said renewable energy op-out is preferred. Sheriff's hub is coming along and asked about clearing the doorway for officers. Marsden suggests contracting it out if it needs to be cleaned out constantly.

DeLong said the community park feasibility study is done and we should be getting an update soon.

#### **Resolution 2025-86 Payroll**

A motion was made by Councilor Revette and seconded by Supervisor Behling to accept the following resolution. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Resolved the Mexico Town Board approves the November payroll.

#### **Resolution 2025-87 Schedule Public Hearing for LL 1 of 2026: Amending Grievance Day Date**

A motion was made by Councilor Bigelow and seconded by Councilor Partrick to accept the following resolution. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Resolved the Mexico Town Board schedules a public hearing for Monday, January 12, 7pm, at the Town Offices 64 S Jefferson Street in the Village of Mexico to hear the public regarding Local Law #1 of 2026: A local law changing the date established for Grievance Day for Real Property Assessment Review for the Town of Mexico.

**Resolution 2025-88 Authorizing Noelle LaFlamm as RD Level-2 Grant Application Processor**

A motion was made by Councilor Partrick and seconded by Councilor Bigelow to approve the following resolution. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Resolved the Mexico Town Board designates Noelle LaFlamm as RD Level 2 Grant Application Processor on behalf of the Town of Mexico effective immediately.

**Resolution 2025-89 Requiring Exact Change for All Cash Payments**

**WHEREAS**, the Town of Mexico Town Clerk and Tax Collector are responsible for the receipt and processing of certain municipal fees, water bills, and Town & County Property Tax payments beginning January 1, 2026; and

**WHEREAS**, the federal government has announced the elimination of the penny from circulation, which affects the ability of the Town Clerk and Tax Collector to make or provide change for cash transactions; and

**WHEREAS**, as of the date of this resolution, Oswego County and New York State have not issued guidance or procedures for Town Clerks and Tax Collectors on how to address rounding or cash-handling requirements for the 2026 tax collection period; and

**WHEREAS**, the Town Board seeks to ensure that fee and tax collection operations remain orderly, compliant, and transparent in the absence of formal direction from the County or State;

**NOW, THEREFORE**, on motion made by Councilor Revette and seconded by Councilor Partrick,

**BE IT RESOLVED**, that the Town Board of the Town of Mexico hereby requires that all payments made in cash to the Town Clerk and Tax Collector must be provided in the exact amount due; and

**BE IT FURTHER RESOLVED**, that taxpayers choosing to pay by check, money order, or other accepted non-cash methods may continue to do so for the full amount indicated on their bill; and

**BE IT FURTHER RESOLVED**, that the Town Clerk/Tax Collector is authorized to publish notice of this requirement and provide such information to taxpayers as necessary to ensure compliance and minimize confusion during the 2026 collection period.

MOTION ADOPTED as follows:

Eric Behling, Supervisor	AYE
Russell Partrick, Deputy Supervisor	AYE
Chad Bigelow, Councilor	AYE
Had Fravor, Councilor	AYE
Jeanne Revette, Councilor	AYE

**Other Business**

Water Districts- Partrick said the report from Laird Petry from the water district audit was never acted upon but would like to re-engage him to look at water district operations intermunicipal agreements between the town and village. Partrick said he recommended creating reserve

funds for each water district. Partrick said water districts are aging rapidly and Well #4 repairs need to be paid for, so more repairs are on the horizon. Seiter said it is a lot of work to review contracts and suggests Laird as well. Fravor said he recalled the village being on board as well. Partrick will reach out to Laird for a new proposal.

Water Tower- Bigelow said the gate at the water tower is easily scaled with the platform. Fravor asked if vegetation is growing in the area hidden from the road and suggests clearing brush and trees to keep the area visible. Toth and DeLong left the meeting at 8:25.

Executive Session- A motion was made by Councilor Revette and seconded by Councilor Partrick to enter into executive session at 8:31pm regarding ongoing litigation. The motion was passed by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

The town board exited executive session at 8:35pm.

#### **Resolution 2025-90 Schedule Year-End Meeting**

A motion was made by Councilor Fravor and seconded by Councilor Revette to approve the following resolution. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Resolved the Mexico Town Board schedules the year-end meeting for Monday, December 29th at 4:00 p.m. at the Town Hall on 64 S Jefferson Street in the Village of Mexico.

#### **Resolution 2025-91 Audit Claims**

A motion was made by Councilor Partrick and seconded by Councilor Revette to approve the following resolution. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Resolved the bills for Abstract 12 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General A Fund	voucher # 294-318	\$	55,515.09
General B Fund	voucher # 94-100	\$	11,169.46
Highway Fund	voucher # 232-248	\$	75,613.89
Water Fund	voucher # 46-47	\$	67,850.00
Special Districts Fund	none	\$	0

A motion was made by Councilor Revette and seconded by Councilor Partrick to recess at 8:36pm. The motion was adopted by a vote of 5 ayes: Behling, Partrick, Bigelow, Fravor, Revette, and 0 nays.

Respectfully submitted,



Nicole Wild, Town Clerk