

**TOWN BOARD  
REGULAR MEETING**

**MONDAY**

**April 13, 2026**

**Supervisor Reger opened the meeting at 7:30 p.m. with all Councilors present.**

**Pledge of Allegiance.**

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*Next Work Session: Wednesday, May 6, 2026 @ 6:00 p.m. – Gothic Cottage*

*Next Meeting: Monday May 11, 2026 @ 7:30 p.m. – Gothic Cottage*

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**Correspondence: 2026 CAZENOVIA HILLBENDER – June 6, 2026**

***\*\*This year's race cancelled!\*\****

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**Motion by Councilor Johnson, seconded by Councilor Race to accept the minutes from the March 9, 2026 regular meeting and April 8, 2026 special meeting. The motion was unanimously approved.**

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Supervisor Reger asked if anyone cared to speak to the Town Board regarding any subject on this meeting's agenda.

**Public comment #1:** *There were no comments.*

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**Motion by Councilor Fallon, seconded by Councilor Golub to open the public hearing relative to Local Law A – 2026, entitled "A Local Law to Amend Chapter 107 (“Land Disturbances”) of the Code of the Town of Cazenovia with Respect to Lakefront Properties.”**

**Public comment:**

*John Langey highlighted the proposed local laws. He explained these two laws address nearly 90% of the projects that the Planning Board, and often times the Zoning Board of Appeals review with applicants. This law will affect lots that are in the Lake Watershed zoning district, particularly on the lakefront.*

*He mentioned if you come to any of the Town Planning Board meetings or an occasional, Zoning Board meeting, you'll recognize the vast majority of applications that are dealt with are lakefront properties. Part of the reason being the parcels are often small and the Town-wide zoning regulations for a new lot in the Town of Cazenovia is three acres. He said a study was completed by various town representatives and they looked at all the parcels around the Lake. The study found there is a very large number of parcels that are under two acres. He said the Planning Board and Zoning Board of Appeals recognize the laws should reflect the difference of a smaller lot on the Lake versus a larger lot. These two proposed local laws resulted from the study. He*

*said the first public hearing will be on Local Law A which is an amendment to “Chapter 107 Land Disturbance”. He said this chapter relates to the exclusive purview of the Planning Board and reviews lakefront lots and how buildings are situated on them and how they're going to interact with the Lake. He said the Planning Board spends a lot of time to ensure that development around the Lake is sensitive to the Lake, itself. He further explained this will not be voted on tonight. A lot of input has been received from members of the public and our own board members about some other amendments that should be undertaken. He said his Office is actually in the process of crafting them. The purpose of the public hearing is to hear more comments that perhaps may have not been thought of yet. Local Law A relates to impervious coverage on these lots. He stated the lots are categorized into two sections, two acres and below and over two acres and all the lots being discussed involve the Critical Environmental Area (CEA). The lots that are under two acres should not have any more than 5% coverage in the CEA. The lots that are over two acres would still have 5% in the CEA and then a sliding scale would be applied: 20'-100' after the CEA, 10%,/ 100'-500' get 15%/ then the balance of 20%.*

*Dale Bowers stated the new law that is being proposed continues to have the first 20' only at 5% for a walkway for access to the Lake. The overall lot for two acres or less can have 15% of the total lot. Currently, there is a 100' setback but the lots that are two acres or less can have 50' setback where the houses begin. He said the small lots that are so much closer to the Lake can't meet the 100' setback and are continually asking for variances. In order to alleviate this continued issue, they will now go to 15% and a 50' setback. Additionally, if a lot is 100' or less in width, instead of a 25' setback, the setback can be 15' on each side.*

*John Langey said the disturbance is limited to impervious path and walkways to the Lake. An as-built survey is also requested to be submitted in conjunction with a project.*

*Thomas Schepp inquired how a boathouse is factored into the 5% Critical Environmental Area.*

*John Langey, Esq. said this will be factored into the new version of this Local Law that will be re-introduced next month.*

**Motion by Councilor Golub, seconded by Councilor Johnson to close the public hearing.**

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**Motion by Councilor Fallon, seconded by Councilor Johnson to open the public hearing relative to Local Law B – 2026, entitled "A Local Law to Amend Chapter 165 (“Zoning”) of the Code of the Town of Cazenovia with Respect to Lakefront Properties.”**

**Public comment:**

*John Langey said this Local Law, as the first, refers to lots that are less than and equal to two acres and those that are greater than two acres. This proposed law reads that no structures or part of a structure may be constructed on existing lots of record within 50' of Cazenovia Lake, and no septic system may be within a 100' of Cazenovia Lake. He said when measurements are discussed in relation to the Lake, how do you measure from the Lake? Scientifically, they are going to use an elevation, which is measurable and everybody can point to a particular number. The number that will be used is 1190.*

*Thomas Schepp said 1192' and 3 or 4" is what the DEC will tell you.*

*John Langey said this will be the number used because it is a measurable, identifiable number. Surveyors and design professionals can use that when they bring plans forward and it will eliminate the need for a debate as to the edge of the Lake or the high-water mark. He said this will be included in the next version of the Law. Further, the building height is also discussed in this proposed law. A new rule is being established on building height. If you have a lakefront lot and are doing new construction, the building top will be 28' measured from the lakeside of the building. It is measured from the bottom of that building to the highest point of the roof. He said this is an identifiable way to measure.*

*Dale Bowers said it makes it much easier because depending on the shore they would take the mean which was cumbersome.*

*John Langey, Esq. said in both of these laws they're striving to protect the Lake and to create uniformity for applicants when they come forward with a proposal.*

*Dale Bowers said the first version of the Law proposed all lakeshore lots to be 28' or less in height. He said it is only the lots that are 2 acres and less.*

**Motion by Councilor Golub, seconded by Councilor Johnson to close the public hearing. The motion was unanimously approved.**

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**Supervisor Reger stated April is Fair Housing Month in the Town of Cazenovia.**

**Motion by Councilor Race, seconded by Councilor Fallon to open the public hearing relative to the topic of Fair Housing in the Town of Cazenovia.**

**Public comment:** *There were no comments.*

**Motion by Councilor Johnson, seconded by Councilor Race to close the public hearing. The motion was unanimously approved.**

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**Resolution No. 52 presented by Councilor Fallon, seconded by Councilor Johnson**

**SEQR RESOLUTION WITH NEGATIVE DECLARATION  
10 ALBANY STREET, CAZENOVIA, NY FOR IMPROVEMENTS AND  
USE AS A NEW TOWN HALL AND PROGRAMS FACILITY  
(Tax Map No. 94.51-1-28 – a/k/a Jephson Campus)**

**WHEREAS**, the Town of Cazenovia, New York (the “Town”) has previously considered a suitable relocation of the existing Town Offices, which are currently located at 7 Albany Street, Cazenovia, New York (the Gothic Cottage); and

**WHEREAS**, the Town has previously identified potential locations for purchase, which would allow for the continued function of the Town Offices at an alternate location and has further considered an examination of available facilities throughout the Town of Cazenovia; and

**WHEREAS**, recently the Town of Cazenovia, after identifying a potential suitable location at 10 Albany Street, Cazenovia, New York (Tax Map No. 94.51-1-28) known as the “Jephson Campus”, subsequently acquired the premises known as the Jephson Campus for such future purposes; and

**WHEREAS**, in order to fully utilize the premises known as the Jephson Campus for use as a new Town Hall and program facility, interior and exterior repairs, maintenance and renovations will need to be undertaken on the existing structures and grounds located at 10 Albany Street, including the following:

- Remove and rebuild north exterior exit stair to comply with NYS Building Code to provide a safe exit door landing. Stair will be constructed with concrete stairs, prefabricated black open handrail with pickets, and stone veneer to match the existing building;
- Relocate stone entrance drive pier 10’ - 12’ to the east to eliminate the single lane entrance. A two-lane entrance to the facility will be provided allowing entry, exit and emergency vehicles. The existing pier has cracks allowing water entry. Pier will reuse existing stone on a concrete block core/structure;
- Install a new window on the east wall to provide daylight in the adjacent office. Look and proportion will match existing windows on the north elevation;
- Remove existing obsolete (non-functioning) fireplace chimneys to create an additional accessible restroom and an open board area in the main meeting room;
- Existing parking light fixtures will be removed and new lantern style fixtures with comfort lenses and shielding on lower posts will be provided (collectively the “action”); and

**WHEREAS**, Volume 6 N.Y.C.R.R., Sections 617.3 and 617.6 of the Regulations relating to Article 8 of the Environmental Conservation Law of New York (SEQRA), requires that as early as possible and within twenty (20) days after submission of a complete application/action, an involved agency shall make a determination whether a given action is subject to the aforementioned law; and

**WHEREAS**, previously the Town of Cazenovia Town Board made the following determinations with respect to SEQR:

1. The action is subject to SEQR;
2. The Town of Cazenovia Town Board shall act as Lead Agency for purposes of SEQR and will undertake a coordinated review;
3. The action is an Unlisted Action;
4. The action will require the submission of a Full Environmental Assessment Form (Parts 1, 2 and 3) to provide information with regard to the environmental issues pertinent therein;
5. The following are involved/interested agencies for purposes of a complete environmental review of the impacts of the project:
  - **New York State Department of Transportation** (Route 20 Access), NYS Scenic Byways Program, New York State Department of Transportation Office of Environment, POD 4-1, 50 Wolf Road, Albany, NY 12232;
  - **New York State office of Parks, Recreation & Historic Preservation (SHPO)**, Peebles Island Resource Center, P.O. Box 189, Waterford, NY 12188-0189;

- **Madison County Planning Department**, Attn: Scott Ingmire, 138 North Court Street, Bldg. 4, Room 249, P.O. Box 606, Wampsville, NY 13163;
- **Village of Cazenovia Board of Trustees**, c/o Hon. Kurt Wheeler, Mayor, 90 Albany Street, Cazenovia, NY 13035;
- **Village of Cazenovia Planning Board** c/o Rich Huftalen, Chairman, 90 Albany Street, Cazenovia, NY 13035;
- **Village of Cazenovia Historic Preservation Committee** c/o Ted Bartlett, Chairman, 90 Albany Street, Cazenovia, NY 13035; and

**WHEREAS**, the Town of Cazenovia Town Board has reviewed the various environmental areas of concern relative to the above, has undertaken the required hard look at the potential environmental impacts of the action and hereby makes the following determinations:

- The proposed action will not create a material conflict with an adopted land use, planning or zoning regulations since the proposal for the use of the facilities for the identified purposes is in support of the Town’s goals to maintain a usable space for a new Town Office and ancillary purposes;
- The proposed action will not significantly change the use or intensity of use of any land area in question as it will merely upgrade the facilities therein by relocating the current Town Hall offices to an existing building within the same block and will allow for continued use of the current Town Hall building for Town purposes;
- The proposed action will not impair the character or quality of the existing community, but rather will follow in a similar institutional type of use at the site (former Cazenovia College offices and classrooms) and will require very little in physical improvements;
- There are no critical environmental areas located in the project site areas;
- Per the Traffic Impact Study conducted by GTS, dated March 16, 2026, the proposed action will not have an adverse change to the existing level of traffic or affect infrastructure of mass transit, biking or walkways as the Town Hall offices will continue to receive the same number of visitors;
- The proposed action will not cause an increase in the use of energy, nor will the proposed action impact the existing public water supply or wastewater treatment facilities, rather, there should be no noticeable changes in the intensity of this use versus the prior use;
- The proposed action will not impair the character or quality of any important archeological, architectural or aesthetic resources and no such resources have been identified and the Town has consulted with the New York State Historic Preservation Office (SHPO) and the Village of Cazenovia to ensure limited impacts to those resources;
- The proposed action will not result in an adverse change to any natural resources, as the areas in question have been previously developed; and
- The proposed action will not result in the increase for the potential of erosion, flooding or drainage, nor will the proposed action create an environmental hazard to human resources or health.

**NOW THEREFORE, BE IT RESOLVED** that the Town of Cazenovia Town Board hereby determines that the proposed action will not have a significant adverse effect on the environment and this resolution hereby adopts a Negative Declaration for purposes of Article 8 of the Environmental Conservation Law, Volume 6 of the N.Y.C.R.R. Part 617 et seq. for the reasons stated above; and

**BE IT FURTHER RESOLVED** that the Town’s legal counsel shall take such other actions which may be necessary pursuant to the requirements of 6 N.Y.C.R.R., Part. 617; and

**BE IT FURTHER RESOLVED** that the Town Board hereby authorizes the Town Supervisor to execute any necessary documentation relative to this matter.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 52 adopted.**

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**Resolution No. 53 presented by Councilor Race, seconded by Councilor Johnson**

**AUTHORIZE THE TOWN SUPERVISOR TO EXECUTE THE PROPOSAL WITH TK ELEVATOR CORPORATION FOR REPAIRS TO THE ELEVATOR IN “BUILDING A” OF THE TOWN OF CAZENOVIA “JEPHSON CAMPUS”**

**WHEREAS**, the Town of Cazenovia purchased the property located at 10 Albany Street, Cazenovia, NY (“Jephson Campus”) on December 18, 2025 which consists of two buildings; and

**WHEREAS**, the Town Board has contracted Thomas Pratt, Architect to address issues and repairs that are necessary to the buildings of the “Jephson Campus” which sat vacant for over two years; and

**WHEREAS**, Thomas Pratt received a proposal from TK Elevator Corporation of 6067 Corporate Drive, East Syracuse, New York dated March 27, 2026 to repair the out-of-service elevator; and

**WHEREAS**, the proposal includes an hourly mechanic rate of Three Hundred and 00/100 Dollars per hour (\$ 300.00/hr.) which has been discussed with the Town of Cazenovia Town Board; and

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Cazenovia authorizes the Town Supervisor to sign the proposal presented by TK Elevator Corporation of 6067 Corporate Drive, East Syracuse, New York, pending review by the Attorney for the Town in the amount of Three Hundred and 00/100 Dollars per hour (\$ 300.00/hr.) with any work in excess of eight hours to require prior written approval.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 53 adopted.**

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**Resolution No. 54 presented by Councilor Johnson, seconded by Councilor Fallon**

**SEQR RESOLUTION WITH NEGATIVE DECLARATION  
TOWN OF CAZENOVIA GOTHIC COTTAGE  
RESTORATION AND STABILIZATION PROJECT  
(7 Albany Street, Cazenovia, NY)**

**WHEREAS**, the Town of Cazenovia has previously undertaken a study relative to the potential for the restoration and stabilization of the existing Gothic Cottage facility, located at 7 Albany Street in the Town; and

**WHEREAS**, the Town has previously applied for and received notification of an award of a grant through the Environmental Protection Fund Grant Program for Parks, Preservation and Heritage (“EPF”) through the Regional Economic Development Councils (“REDC”) and the Consolidated Funding Application (“CFA”) Round 15 Initiative; and

**WHEREAS**, the Town has determined to undertake certain improvements to the Gothic Cottage to stabilize and preserve the facility utilizing, in part, funds made available through the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) EPF Grant Program; and

**WHEREAS**, previously the Town has retained a design professional to assist with the proposed improvements to the Gothic Cottage, which improvements will stabilize and preserve the distinctive exteriors and interiors of the Gothic Cottage (the “Project”), including:

- Address the root cause of water damage to the siding, walls, ceilings and foundation;
- Restore the roof and building ornamentation;
- Selective interim repairs for windowpanes and infills to grain painting;
- Replace the drip edges, gutters, sheet metal, etc. on the roof;
- Stabilize and restore all chimneys;
- Replace the rotted exterior siding;
- Restore the historic ornamentation;
- Undertake grading and drainage improvements; and

**WHEREAS**, pursuant to Volume 6 N.Y.C.R.R., Sections 617.3 and 617.6 of the Regulations relating to Article 8 of the Environmental Conservation Law of New York (SEQRA), requires that as early as possible and within twenty (20) days after submission of a proposed action or undertaking of an action, an involved agency shall make a determination whether a given action is subject to the aforementioned law; and

**WHEREAS**, the Town Board has reviewed the Full Environmental Assessment Form Part 1, which was prepared in connection with the proposed Project, and previously on March 9, 2026 determined that:

1. That this Project, which anticipates physical restoration, preservation, construction, repairs, and improvements and repairs at the Gothic Cottage located at 7 Albany Street (Tax Map No. 94.51-1-22) in the Town of Cazenovia/Village of Cazenovia, will require SEQRA review;
2. That the proposed action is a Type I Action;
3. That the following are involved and/or interested agencies in connection with the SEQRA review, to wit:
  - **Town of Cazenovia**, c/o Hon. Kyle Reger, Supervisor, 7 Albany Street, Cazenovia, NY 13035;
  - **NYS Environmental Facilities Corp.**, 625 Broadway, Albany, NY 12207;
  - **NYS Department of Environmental Conservation, Region 7**, c/o Kevin Balduzzi, Regional Permit Administrator, 5786 Widewaters Parkway, Syracuse, NY 13214-1867;
  - **NYS Office of Parks, Recreation & Historic Preservation (SHPO)**, Peebles Island Resource Center, P.O. Box 189, Waterford, NY 12188-0189;
  - **Village of Cazenovia Board of Trustees**, c/o Hon. Kurt Wheeler, Mayor, 90 Albany Street, Cazenovia, NY 13035; and
4. That the Town Board assumed Lead Agency status in connection with the SEQRA review for this project; and
5. That the Town Board directed that a Lead Agency coordination letter be circulated among the various involved and/or interested agencies together with the Full Environmental Assessment Form, project details and such other information as has been prepared and submitted to date; and

**WHEREAS**, more than thirty (30) days has elapsed since said Lead Agency notification to all involved/interested agencies and as no objections or environmental comments were received by the Town Board, the Town Board hereby confirms that it shall act as Lead Agency for purposes of SEQRA; and

**WHEREAS**, the Town Board, as Lead Agency, has now completed and submitted the Full Environmental Assessment Form Parts 1, 2 and 3, has carefully reviewed same, as well as all comments and concerns received from the involved/interested agencies and the public in general concerning the potential environmental impacts of the action; and

**WHEREAS**, the Town of Cazenovia Town Board has reviewed the various environmental areas of concern relative to the above and hereby makes the following determinations:

- The proposed action will not create a material conflict with an adopted land use, planning or zoning regulations since the proposal for the improvements to the facilities identified above support the Town's goals to keep said facilities in an improved and usable state;
- The proposed action will not change the use or intensity of use of any land area in question as it will merely restore, preserve, repair, improve and upgrade the facilities therein;
- The proposed action will not impair the character or quality of the existing community, but rather will improve them with these improvements;
- There are no critical environmental areas located in the Project site areas;

- The proposed action will not have an adverse change to the existing level of traffic or affect infrastructure of mass transit, biking or walkways;
- The proposed action will not cause an increase in the use of energy, nor will the proposed action impact the existing public water supply or wastewater treatment facilities;
- The proposed action will not impair the character or quality of any important archeological, architectural or aesthetic resources, but rather the project will restore and preserve those resources for future generations to come;
- The proposed action will not result in an adverse change to any natural resources, as the area in question have been previously developed; and
- The proposed action will not result in the increase for the potential of erosion, flooding or drainage, nor will the proposed action create an environmental hazard to human resources or health.

**NOW THEREFORE BE IT RESOLVED** that the Town of Cazenovia Town Board, as Lead Agency, hereby determines that the proposed action will not have a significant adverse effect on the environment and this resolution hereby adopts a Negative Declaration for purposes of Article 8 of the Environmental Conservation Law, Volume 6 of the N.Y.C.R.R. Part 617 et seq. for the reasons stated above; and

**BE IT FURTHER RESOLVED** that the Town’s legal counsel shall take such other actions which may be necessary pursuant to the requirements of 6 N.Y.C.R.R., Part. 617; and

**BE IT FURTHER RESOLVED** that the Town Board hereby authorizes the Town Supervisor to execute any necessary documentation relative to this matter.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 54 adopted.**

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**Resolution No. 55 presented by Councilor Race, seconded by Councilor Golub**

**AUTHORIZING THE SUPERVISOR OF THE TOWN OF CAZENOVIA  
TO ENTER INTO AN INTER-MUNICIPAL AGREEMENT FOR  
THE USE OF BOAT LAUNCH FACILITIES AT LAKESIDE PARK**

**WHEREAS**, the Village of Cazenovia previously adopted a policy to make the boat launch facilities at Lakeside Park available, free of charge, to residents of municipalities that have entered into an Inter-municipal Agreement with the Village; and

**WHEREAS**, in past years, the Town of Cazenovia and the Village of Cazenovia entered into such Inter-municipal Agreements; and

**WHEREAS**, Inter-municipal Agreements are authorized pursuant to General Municipal Law Section 119(o); and

**WHEREAS**, the funding in the Inter-municipal Agreement for 2026 shall be Fourteen Thousand One Hundred Seventy-seven and 00/100 Dollars (\$ 14,177.00); and

**WHEREAS**, the Town of Cazenovia and the Village of Cazenovia desire to extend such Inter-municipal Agreement subject to the terms therein; and

**WHEREAS**, the proposed action has been deemed to be a Type II action pursuant to 6 N.Y.C.R.R. Part 617.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Cazenovia Town Supervisor be, and hereby is, authorized to execute the Inter-municipal Agreement for use of the Boat Launch Facilities at Lakeside Park for the 2026 season in the form substantially consistent with that attached hereto which Agreement will be an annual agreement.

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**INTERMUNICIPAL AGREEMENT  
BETWEEN  
THE TOWN OF CAZENOVIA AND  
THE VILLAGE OF CAZENOVIA**

**THIS INTERMUNICIPAL AGREEMENT** is made as of the \_\_\_\_ day of April, 2026, by and between the **VILLAGE OF CAZENOVIA**, a municipal corporation duly incorporated under the laws of the State of New York with an office at 90 Albany Street, Cazenovia, New York 13035 (hereinafter the “Village”) and the **TOWN OF CAZENOVIA**, a municipal corporation duly existing under the laws of the State of New York with an office at 7 Albany Street, Cazenovia, New York 13035 (hereinafter the “Town”).

**R E C I T A L S**

**WHEREAS**, the Village owns and maintains a boat launch facility known as Lakeside Park Boat Launch located on Forman Street in the Village (hereinafter the “Boat Launch”); and

**WHEREAS**, the use of the Boat Launch is currently restricted to permit holders only; and

**WHEREAS**, the Village desires to make the Boat Launch available to residents of the Town of Cazenovia (hereinafter “Town Residents”) for the 2026 season in exchange for financial assistance with the maintenance and upkeep of the Boat Launch and enforcement of applicable regulations pertaining to the Boat Launch; and

**WHEREAS**, the Town of Cazenovia agrees to pay the Village of Cazenovia an annual fee of Fourteen Thousand One Hundred Seventy-seven and 00/100 Dollars (\$14,177.00) for the 2026 season.

**NOW THEREFORE**, the Village and the Town mutually agree as follows:

1. Upon payment to the Village of the fee described above, the Village shall make Boat Launch use permits available to Town Residents with no annual fee upon the same terms and conditions applicable to Village residents who apply for such permits, with the same attendant rights and privileges available to Village residents. This Agreement is for the 2026 season and must be renewed on an annual basis by each Municipal Board.

2. Individual Town Residents must each apply for a permit at the Village Clerk’s office and will agree to the provisions contained in the document entitled “Regulations Governing Use of Lakeside Park Boat Launch and Boating Practices on Cazenovia Lake” as amended.

3. This Agreement may be terminated by either party at any time upon ninety (90) days prior written noticed served between July 1st and December 31st of any given calendar year. Upon early termination, the Village shall immediately return a pro-rated portion of such fee to the Town.

4. The payment from the Town to the Village contemplated herein shall be made no earlier than June 1st but no later than July 1st of each year this Agreement remains in effect as renewed. Funds for these annual payments shall be from appropriations only in the “part town” or “B” fund within the Town’s budget.

**IN WITNESS WHEREOF** this Agreement has been duly executed as of the date and year first written above.

VILLAGE OF CAZENOVIA

Dated: \_\_\_\_\_ By: \_\_\_\_\_

Kurt Wheeler, Mayor

TOWN OF CAZENOVIA

Dated: \_\_\_\_\_ By: \_\_\_\_\_

Kyle M. Reger, Town Supervisor

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**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 55 adopted.**

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**Resolution No. 56 presented by Councilor Johnson, seconded by Councilor Race**

**APPROVE USE OF GYPSY BAY PARK FOR THE 4<sup>TH</sup> OF JULY FIREWORKS**

To approve the use of Gypsy Bay Park on the evening of the 4<sup>th</sup> day of July 2026 (rain date – July 5, 2026) by the Cazenovia Lions Club/Majestic Fireworks, for the display of fireworks.

This approval is contingent upon the following conditions:

- a. The Cazenovia Village Police and NYS Police must be notified, in writing, regarding traffic control well in advance of the event;
- b. Majestic Fireworks shall provide to the Town of Cazenovia proof of general liability insurance, naming the Town of Cazenovia as an “Additional Insured” and such proof shall be filed with the Town Clerk prior to the fireworks display. Said insurance must be in a minimum combined limit of One Million Dollars (\$1,000,000) per occurrence with a \$2,000,000.00 (Two Million Dollar) aggregate General Liability and/or Umbrella policy for each occurrence/aggregate;
- c. The Cazenovia Lions Club shall demonstrate that is has made arrangements with the Cazenovia Volunteer Fire Department to be on-site during the fireworks display;
- d. The Cazenovia Lions Club shall make arrangements with CAVAC to be on-site during the fireworks display;
- e. The Cazenovia Lions Club and Majestic Fireworks, at all times, shall remain in compliance with the written requirements of the “Gypsy Bay Park Checklist,” (hereinafter referred to as the “GBP Checklist”) previously adopted by the Town of Cazenovia, which requirements are more fully set forth in said checklist with the following exceptions:
  - Item #7 on the “GBP Checklist” is not required.
  - Item #8 on the “GBP Checklist” is extended to the day after the fireworks display.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 56 adopted.**

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**Resolution No. 57 presented by Councilor Race, seconded by Councilor Johnson**

**AUTHORIZE THE TOWN SUPERVISOR TO EXECUTE THE "PARK USE, GENERAL RELEASE AND INDEMNIFICATION AGREEMENT" BETWEEN THE CAZENOVIA LIONS CLUB AND THE TOWN OF CAZENOVIA FOR THE 4<sup>TH</sup> OF JULY FIREWORKS DISPLAY AT GYPSY BAY PARK**

The Town of Cazenovia Town Board hereby authorizes the Town Supervisor to execute the "Park Use, General Release and Indemnification Agreement" with *the Cazenovia Lions Club* in relation to the Fourth of July Fireworks Display at Gypsy Bay Park. A copy of said Agreement is on file in the Office of the Town Clerk.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 57 adopted.**

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**Resolution No. 58 presented by Councilor Fallon, seconded by Councilor Golub**

**AUTHORIZE THE TOWN SUPERVISOR TO EXECUTE THE "PARK USE, GENERAL RELEASE AND INDEMNIFICATION AGREEMENT" BETWEEN MAJESTIC FIREWORKS, INC. AND THE TOWN OF CAZENOVIA FOR THE 4<sup>TH</sup> OF JULY FIREWORKS DISPLAY AT GYPSY BAY PARK**

The Town of Cazenovia Town Board hereby authorizes the Town Supervisor to execute the "Park Use, General Release and Indemnification Agreement" with *Majestic Fireworks, Inc.* in relation to the Fourth of July Fireworks Display at Gypsy Bay Park. A copy of said Agreement is on file in the Office of the Town Clerk.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 58 adopted.**

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**Resolution No. 59 presented by Councilor Race, seconded by Councilor Golub  
JULY 4<sup>TH</sup> FOOT RACE 2026**

To approve the use of Ridge Road, Glenwood Road, and Preston Road, for the “Annual Cazenovia July 4th Foot Race 2026” scheduled for Saturday, **July 4, 2026** commencing at 8:00 a.m. It is understood that the Madison County Sheriff’s Department and the Cazenovia Village Police Department will be utilized for traffic control and that CAVAC will be on-site.

A one-million-dollar liability insurance certificate, naming the Town of Cazenovia as “also insured” has been filed with the Town Clerk. The insurance certificate should describe the name of the activity, including date and time and must be maintained throughout the date of the event.

**Roll call:**  
**Councilor Race**                    **Yes**  
**Councilor Golub**                **Yes**  
**Councilor Johnson**            **Yes**  
**Councilor Fallon**              **Yes**  
**Supervisor Reger**             **Yes**

**Supervisor Reger declared Resolution No. 59 adopted.**

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**Resolution No. 60 presented by Councilor Race, seconded by Councilor Fallon  
AUTHORIZING THE PROCUREMENT OF AN INTIMIDATOR  
18XP 18” CAPACITY DRUM-STYLE HAND-FED CHIPPER**

**WHEREAS**, the Town of Cazenovia Highway Department advised of its desire to acquire a new 2026 Intimidator 18XP 18” Capacity Hand-Fed Drum-Style Chipper with 6.0L 174HP Gas Engine; and

**WHEREAS**, the Highway Superintendent has obtained a quote for said equipment from Stephenson Equipment, Inc. of 6018 Drott Drive, East Syracuse, NY 13057 using Sourcewell (formerly NJPA) Contract 010925-BAN; and

**WHEREAS**, purchase through Sourcewell has been deemed to be compliant with the provisions of General Municipal Law §104; and

**WHEREAS**, the quote for such equipment is Eighty-one Thousand Eight Hundred Forty-seven and 20/100 Dollars (\$ 81,847.20); and

**WHEREAS**, such procurement constitutes a Type II action for purposes of State Environmental Quality Review and, as a result, no environmental impact is anticipated.

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Cazenovia Town Board hereby authorizes the Highway Superintendent to execute any necessary documents to purchase a 2026 Intimidator 18XP 18” Capacity Hand-Fed Drum-Style Chipper with 6.0L 174HP Gas Engine through the Office of General Services Vehicle Marketplace for Eighty-one Thousand Eight Hundred Forty-seven and 20/100 Dollars (\$ 81,847.20) from Stephenson Equipment, Inc.; (Sourcewell Contract 010925-BAN) upon the terms provided in the quote dated March 26, 2026.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 60 adopted.**

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**Resolution No. 61 presented by Councilor Johnson, seconded by Councilor Race**

**AUTHORIZE THE SUPERVISOR TO RE-SUBMIT AN APPLICATION TO THE NORTHERN BORDER REGIONAL COMMISSION FOR THE CATALYST PROGRAM GRANT IN RELATION TO UPGRADES FOR THE WATER POLLUTION CONTROL FACILITY**

**WHEREAS**, the Town of Cazenovia has identified certain necessary improvements for the Town of Cazenovia Water Pollution Control Facility (WPCF) located at 4500 Route 13 North including construction of improvements to and reconstruction of the WPCF and related facilities with original furnishings, equipment, machinery, apparatus, appurtenances and incidental improvements and expenses (“the Project” or “the Improvements”) in connection therewith all as set forth in the Map Plan and Report prepared by MRB Group Engineering, Architecture & Surveying, D.P.C. and dated July 2025 on file at the Town Clerk's Office; and

**WHEREAS**, the Town of Cazenovia Town Board previously applied for the Catalyst Program Grant through the Northern Border Regional Commission in 2024; and

**WHEREAS**, not being selected as a grant recipient in 2024, the Town of Cazenovia Town Board desires to re-submit an application to seek assistance in the funding for the Improvements which will benefit the users of the treatment plant including the Town of Cazenovia Consolidated Sewer District, the Town of Nelson and the Village of Cazenovia and other connected users; and

**WHEREAS**, the Town of Cazenovia will seek funding through this grant for specific upgrades which include upgrades to the existing final settling tanks, construction of an additional final settling tank, and the addition of ultraviolet (UV) disinfection" (in place of "rehabilitation of final settling tanks, construction of new final settling tanks and primary settling tanks).

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Cazenovia hereby authorizes the Supervisor, Kyle M. Reger, to apply for, accept, and expend grant funds from the Northern Borders Regional Commission (NBRC). The named authorized official has permission to sign all NBRC investment documents that bind the applicant for certain necessary upgrades to the Water Pollution Control Facility pending review by the Attorney for the Town.

**Roll call:**  
**Councilor Race**                   **Yes**  
**Councilor Golub**                   **Yes**  
**Councilor Johnson**               **Yes**  
**Councilor Fallon**               **Yes**  
**Supervisor Reger**               **Yes**

**Supervisor Reger declared Resolution No. 61 adopted.**

\*\*\*\*\*

**Resolution No. 62 presented by Councilor Johnson, seconded by Councilor Golub**

**TOWN BOARD CORRECTIVE RESOLUTION**

**ADOPTING AMENDMENTS TO  
 THE TOWN OF CAZENOVIA FEE SCHEDULE**

To correct the January 12, 2026 Town Board Resolution (Resolution No. 12) relative to the Fee Schedule, to wit:

To update the Application Fee for a Short-Term Rental Special Use Permit (*biennially*) to be in sync with the fee for a Bed & Breakfast initial Application.

Bed & Breakfast Special Use Permit .....	\$ 350.00
Bed & Breakfast Special Use Permit Renewal ..... ( <i>annual</i> ) .....	\$ 350.00
Short-Term Rental Special Use Permit.....	\$ <del>350.00</del>
	\$ 700.00
Short-Term Rental Special Use Permit Renewal..... ( <i>biennial</i> ) .....	\$ 700.00

\*\*\*\*\*

To add a fee for New Woodstock of the Cazenovia Consolidated Water District Rents which was omitted due to a clerical error.

*Mixed Use (Bi-annually, 2565 Pearl Street) \$ 475.00*

*The resolution shall hereby be amended to read in its entirety as follows:*

**FEE SCHEDULE**

**DEVELOPER & PROJECT DEPOSIT FEES**

Relative to Local Law No. 3 – 2006 (adopted 9/11/06)

**DEPOSIT FEES**

Site Plan Review Deposit Fee.....all zones, all kinds, each lot .....	\$ 350.00
Area Variance Deposit Fee .....all zones, all kinds, each .....	\$ 350.00
Use Variance Deposit Fee.....all zones, all kinds, each .....	\$ 650.00
Appeal of Zoning/Code Enforcement Officer Determination .....	\$ 350.00
Interpretation of Code Provisions .....	\$ 350.00

*MINOR* Special Use Permit Deposit Fee .....all zones, all kinds, each .....\$ 350.00  
*MAJOR* Special Use Permit Deposit Fee.....all zones, all kinds, each .....\$ 3,500.00

Subdivision Deposit Fee:

Minor Subdivisions (*1 – 4 lots*) .....\$ 350.00 each application  
 Major Subdivisions (*5 – 10 lots*) .....\$ 350.00 each application  
 11 – more lots .....\$ 2,500.00 each application  
 Line Eliminations & Any Line Adjustments.....\$ 350.00 each application

CELL TOWER - (initial sitting)

Cell Tower NON-REFUNDABLE Deposit Fee (each).....\$ 3,500.00  
 plus Cell Tower REFUNDABLE Deposit Fee (each) .....\$ 3,500.00  
 CELL TOWER - CO-LOCATION (on existing tower)  
 Cell Tower NON-REFUNDABLE Co-location Fee (each) .....\$ 750.00  
 plus Cell Tower REFUNDABLE Co-location Fee (each).....\$ 750.00

Windmills Develop & Project Deposit Fee (includes co-locations).....\$ 300.00



**APPLICATION FEES**

Site Plan Review Application Fee .....all zones, all kinds, each .....\$ 150.00  
 Special Use Permit Application Fee .....all zones, all kinds, each .....\$ 150.00  
 Variance Application Fee .....all zones, all kinds, each .....\$ 150.00  
 Windmills Application Fee.....(includes co-locations).....\$ 150.00  
 Small Cell Wireless Fees ..... See Chapter 134, §3-B  
 Commercial Solar Farm .....\$ ..4,000.00

Line Change Application Fee:

Rural A .....per line .....\$ 150.00  
 Rural B .....per line .....\$ 100.00  
 Lake, Commercial & Industrial.....per line .....\$ 150.00

Subdivision Application Fee:

Rural A .....per lot .....\$ 350.00  
 Rural B .....per lot .....\$ 350.00  
 Lake, Commercial & Industrial.....per lot .....\$ 350.00

Building Permit \$ 30.00 plus \$ 7.50 per 100 sq. ft. plus \$ 45.00 per inspection,  
 plus any or all of the following:

Building Permit Renewal .....repeat original fee  
 Certificate of Occupancy .....\$ 50.00  
 Temporary Certificate of Occupancy (each).....\$ 100.00  
 Fence Permit.....\$ 50.00  
 Solar Panel Installation Permit .....\$ 75.00  
 Electrical Service Upgrade .....\$ 75.00  
 Stand-by Generator.....\$ 75.00  
 Swimming Pool Permit (above-ground).....\$ 60.00  
 Swimming Pool Permit (in-ground) .....\$ 120.00  
 Wood Burning Device Permit .....\$ 75.00

Wood Burning Device Inspection .....	\$ 75.00
Water Meter - <i>same as purchase price for Town</i> .....	\$ 119.00

**MISCELLANEOUS PERMITS**

Operating Permit .....	\$ 50.00
Home Occupation Permit.....	\$ 50.00
Bed & Breakfast Special Use Permit .....	\$ 350.00
Bed & Breakfast Special Use Permit Renewal .....	(annual) \$ 350.00
<del>Short-Term Rental Special Use Permit.....</del> .....	<del>\$ 350.00</del>
	700.00
Short-Term Rental Special Use Permit Renewal.....	(biennial) \$ 700.00
Demolition Permit .....	\$ 50.00
Land Disturbance Permit (per permit) .....	per lot \$ 50.00

**MISCELLANEOUS ZONING FEES**

Well Flow Inspection.....	per well.....	\$ 60.00
Zoning & Codes Violation.....	per incident .....	\$ 750.00

**SEPTIC**

Septic System Permit .....	\$ 75.00	
Septic Tank Replacement .....	\$ 75.00	
Septic Tank Inspection.....	per inspection.....	\$ 100.00
Septic Tank Reinspection Fee.....	\$ 45.00	
Alternative Septic System Fee - Madison County Approved.....	\$ 60.00	
Deep Hole Test .....	per hole.....	\$ 50.00
Septic System Dye Test .....	per test.....	\$ 60.00

**STORM WATER MANAGEMENT**

Permit Inspection Fee .....	each inspection.....	\$ 35.00
Application Fee.....	each application .....	\$ 100.00
Stormwater, Erosion, & Sediment Control CD .....	\$ 5.00	
Culvert Pipe and Associated Equipment.....	At Cost	

**MOTOR VEHICLE**

Permit for On-Site Sale of Motor Vehicle .....	each .....	\$ 15.00
Permit for On-Site Restoration of Motor Vehicle.....	each .....	\$ 15.00

**DOG FEES**

Unneutered & Unspayed dog.....	annual/each dog .....	\$ 25.00
<small>(includes \$3.00 Population Control fee to NYS.) (Unneutered &amp; unspayed Guide Dogs &amp; Police Work Dogs are exempt from the \$ 22.00 license fee portion only)</small>		
Neutered & Spayed dog .....	annual/each dog .....	\$ 18.00
<small>(which includes \$1.00 Population Control fee to NYS.) Neutered &amp; Spayed Guide Dogs &amp; Police Work Dogs are exempt from the \$ 17.00 license fee portion only)</small>		
Replacement Identification Tag .....	annual /each dog .....	\$ 5.00
<small>(replacement of lost or stolen tag)</small>		

Dog Impoundment Fee (redemption fee).....	<b>1st impoundment</b> .....	\$ 40.00
	<b>2nd impoundment</b> ( <i>within 1 year period</i> ).....	\$ 50.00
	+ \$3/day boarding fee after 24 hours	
	<b>3rd impoundment</b> ( <i>within 1 year period</i> ) .....	\$ 100.00
	+ \$3/day boarding fee after 24 hours	
	<b>subsequent impoundments</b> ( <i>within 1 year</i> )	\$ 100.00
	+ \$3/day boarding fee after 24 hours	

**SOUTH CEMETERY**

Per lot, for single grave .....	\$ 250.00
Per lot, for two or more graves .....	\$ 200.00
Casket interment (each) .....	\$ 225.00
Ash interment (each).....	\$ 75.00
Friday/Saturday funeral (additional fee).....	\$ 150.00

**MISCELLANEOUS FEES**

Copy Machine Copies ( <i>all sizes, black &amp; white/color</i> ) (each) .....	\$ 0.25	
Return Check Charge .....	\$ 20.00	
Fireworks Permit Application Fee .....	\$ 100.00	
Circus Application Fee .....	\$ 25.00	
Gypsy Bay Park Key Deposit.....each .....	\$ 25.00	
Junk Yard License.....	\$ 50.00	
Mass Public Assemblies .....	application fee .....	\$ 100.00
	security deposit per 15 acres of assemblage area .....	\$ 500.00
Peddling & Solicitation (LL 2-2011) .....	\$ 100.00	

**WATER RENT, FEE AND CHARGE SCHEDULE**

Cazenovia Consolidated Water District (New Woodstock/Wellington Users)

**New Woodstock (March & September Billing)**

Non-profits ( <i>March only</i> ).....	\$ 25.00
Hydrant ( <i>March only</i> ) .....	\$ 97.50
Single-Family Residential ( <i>Bi-annually</i> ) .....	\$ 50.00
Two-Family Residential ( <i>Bi-annually</i> ) .....	\$ 100.00
Three-Family Residential ( <i>Bi-annually</i> ) .....	\$ 150.00
Four-Family Residential ( <i>Bi-annually</i> ).....	\$ 200.00
Commercial ( <i>1-Comm., Bi-annually</i> ) .....	\$ 125.00
Commercial ( <i>2-Comm., Bi-annually</i> ) .....	\$ 250.00
Mixed Use ( <i>Bi-annually, 2102 Main Street</i> ).....	\$ 225.00
<b>Mixed Use (<i>Bi-annually, 2565 Pearl Street</i>) .....</b>	<b>\$ 475.00</b>
Mixed Use ( <i>March, 2607 School Street</i> ) .....	\$ 150.00
Mixed Use ( <i>September, 2607 School Street</i> ) .....	\$ 125.00

**Wellington (March & September Billing)**

Current Rate .....	003¢/gallon
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**Mt. Pleasant** (*March & September Billing*)

Single-Family Residential ( <i>Bi-annually</i> ) .....	\$	150.00
Water Meter Opt-Out Charge (all districts) .....	\$	450.00

**SEWER DISTRICT**

Special Improvement District .....	filing fee .....	\$	150.00
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SEWER CONNECTION INSPECTIONS ARE TO BE PERFORMED BY THE TOWN’S ENGINEER AND PAID BY THE APPLICANT – AT NO COST TO THE TOWN

**SEWER RENT, FEE AND CHARGE SCHEDULE**

Sewer Rents (based upon metered water consumption) **Bi-Annual Billing** (*effective April 1, 2020*)

- For meters reading in gallons: A base rate of \$175.00, with an additional charge of \$5.00 per 748 gallons when usage exceeds 23,562 gallons
- For meters reading in cubic feet: A base rate of \$175.00 with an additional charge of \$5.00 per 100 cubic feet when usage exceeds 3,150 cubic feet
- Exceptions: For parcels serviced by individual water supply wells (non-metered parcels), a bi-annual base rate charge of \$175.00 shall apply
- For Hotel Operations, the following charges will apply:
  - Based on per room usage of 50 gallons/day
  - Assumed Room Occupancy of 50%
  - Utilize standard rate of \$5.00
  - Annual gallons less base gallons multiplied by \$5.00 rate to establish charges

Operation and Maintenance Charge for Town/Outside of Village Users - \$25.00

**Final Bills:** (for the period of time outside the regular biannual billing cycle);  
 Calculated on a pro-rated basis (\$175.00 base charge/182.5 days) = \$0.96 daily rate  
 Additional Charge of \$5.00 per 748 gallons when usage exceeds 23,562

Penalties and Late Charges: All charges shall be paid within 30 days of invoicing. A 10% penalty shall be due for late payments.

*\*Note: 100 Cubic Feet of water is equal to 748 gallons      6300 ft<sup>3</sup> = 47,124 gallons*

*Appeals/Grievances: Any property owner who wishes to appeal or grieve a charge associated with sewer rents and fees may contact the Town Office to schedule consideration of an appeal by the Town Board. If a grievance has been filed by a property owner, the penalty period is waived for 30 days from the submission of a grievance application.*

Sub-Meter Rental Deposit Fee .....	\$	300.00
Sewer Lateral Permit Fee .....	\$	200.00
Inspection Fees .....	\$	100.00
As-Built Drawing Deposit Fee .....	\$	250.00
Connection/Hook-Up Fee .....	\$	150.00
Wastehauler License Fee .....	\$	300.00
Wastehauler Dumping Fee (per 3,000 gallons) .....	\$	350.00

Wastewater/Industrial Discharge Permit Fee.....	\$ 2,500.00
Abnormal Sewage Surcharge (per pound of BOD) .....	\$ 0.30

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 62 adopted.**

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**Resolution No. 63 presented by Councilor Race, seconded by Councilor Johnson**

**AUTHORIZE THE RE-ISSUANCE OF NEW BILLS TO CERTAIN USERS OF THE WATER POLLUTION CONTROL FACILITY**

To authorize the Sewer Billing Clerk to re-issue new bills to the following users of the Water Pollution Facility due to a final bill not being requested as part of a real estate transaction:

Service ID: 8750 (8 Audubon Drive)

- **Chard, Eleanor** **New Bill:** \$ 125.14
- **Cunningham, Hannah/ Flake, Samuel** **New Bill:** \$ 49.86\*

*\*The Flake/Cunningham newly issued invoice shall be given a 30-day grace period before penalty is applied.*

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 63 adopted.**

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**Resolution No. 64 presented by Councilor Fallon, seconded by Councilor Golub**

**AUTHORIZE A CREDIT TO A USER’S ACCOUNT OF THE WATER POLLUTION CONTROL FACILITY**

To authorize the Sewer Billing Clerk to issue a credit for the penalty incurred in the amount shown to the following account of the Water Pollution Facility:

- **Johnson, Michael**  
Service ID: 7480 (77 Forman Street)      **Credit:**    \$    17.89

**Roll call:**  
**Councilor Race**                    **Yes**  
**Councilor Golub**                   **Yes**  
**Councilor Johnson**               **Yes**  
**Councilor Fallon**                 **Yes**  
**Supervisor Reger**                 **Yes**

**Supervisor Reger declared Resolution No. 64 adopted.**

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**Resolution No. 65 presented by Councilor Johnson, seconded by Councilor Golub**

**AUTHORIZING THE ADOPTION OF THE TOWN OF CAZENOVIA  
GENDER-BASED VIOLENCE AND WORKPLACE POLICY**

**WHEREAS**, the Town of Cazenovia is committed to maintaining a workplace free from domestic and other forms of gender-based violence; and

**WHEREAS**, the Town of Cazenovia understands the impacts of such violence are felt in the workplace, regardless of where the incidents are taking place, and have the potential to compromise the safety of victims, co-workers, and clients, while resulting in lost productivity, increased health care costs, absenteeism, and employee turnover; and

**WHEREAS**, the Town of Cazenovia Town Board finds that instituting a policy is a moral and legal obligation to their employees who could experience victimization; and

**WHEREAS**, no other agency has the legal authority or jurisdiction to approve or directly undertake the adoption of such resolutions in the Town of Cazenovia, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQRA) with respect to the proposed adoption of said Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that there are no other involved agencies, the Town Board shall act as lead agency, and that the enactment of this proposed Resolution is a Type II action under SEQRA, thus concluding the environmental review process; and

**BE IT FURTHER RESOLVED** that the Town of Cazenovia Town Board hereby adopts the “Gender-Based Violence and the Workplace Policy;” and

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon adoption.

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**TOWN OF CAZENOVIA  
Gender-Based Violence and the Workplace Policy**

**ISSUED:** April 13, 2026

**POLICY SUMMARY:** The Town of Cazenovia (hereinafter the “Town” or the “Town of Cazenovia”) is committed to maintaining a workplace free from domestic and other forms of gender-based violence. The Town, in its continuing

effort to facilitate a safe environment in employment, and in support of federal and state gender-based violence prevention legislation, has adopted the following policy in furtherance of such efforts.

Domestic violence and other forms of gender-based violence impact the lives of thousands of New Yorkers each day, with tragic and destructive results. The impact of such violence transcends beyond the various locations at which such incidents take place and are felt in the workplace. The safety of victims, co-workers, and clients have the potential to be compromised.

The Town recognizes that domestic and gender-based violence occurs within a wide spectrum of relationships and is committed to taking every appropriate measure to support employees who may be experiencing victimization in a survivor-centered, trauma-informed and culturally responsive manner.

**PURPOSE:** Gender-based violence occurs within a broad spectrum of relationships; therefore, the Town will take appropriate measures to prevent and/or address gender-based violence as it impacts the workplace. The Town recognizes the rights of victims to have self-determination and the need to respond in a survivor centered, trauma-informed and culturally responsive manner. This policy shall apply to all victims of gender-based violence, regardless of where the incidents took place.

The Town of Cazenovia, to the fullest extent possible, without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, designates and directs appropriate management, supervisory and/or human resources staff to implement the following Gender-Based Violence and the Workplace Policy covering the following areas:

- I. Definitions
- II. Persons Covered by this Policy
- III. Statement of Confidentiality
- IV. Survivor Rights
- V. Employer Responsibilities
- VI. Non-Discrimination and Responsive Personnel Policies
- VII. Non-Retaliation Policy
- VIII. Workplace Safety Plans
- IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence
- X. Firearms (for applicable organizations)
- XI. Violations of Policy

**I. Definitions**

Unless otherwise noted, the New York State Office for the Prevention of Domestic Violence (OPDV) defines the terms below for the purposes of this policy:

- a. **Gender-Based Violence:** Violence or threats that happen because of someone’s sex, gender, sexual orientation, gender identity or expression or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based

discrimination, sexual harassment, sexual assault and sexual violence and can also include stalking or human trafficking.

- b. **Domestic Violence:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Service Law §459-a, including but not limited to physical, sexual, psychological, economic and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence or dating abuse.
- c. **Sexual Violence:** Sexual acts or activities that happen or are attempted without consent, including rape, molestation, groping, harassment and sexual abuse. These acts may or may not be crimes.
- d. **Stalking:** An unwanted pattern of repeated harassing or threatening behavior, causing fear, substantial emotional distress or safety concerns for the victim.
- e. **Coercive Control:** An act or pattern of acts, threats, humiliation and intimidation that is used to harm, punish or frighten.
- f. **Sexual Harassment:** Sexual Harassment is a type of gender-based violence. New York State law provides special protections against sexual harassment in the workplace. Under New York State Human Rights Law §296 and Labor Law §201-g, sexual harassment is defined as unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex and:
  - i. unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment; or
  - ii. made, explicitly or implicitly, a term or condition of employment; or
  - iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Anyone who experiences sexual harassment in the workplace can report it to Human Resources or the New York State Division of Human Rights. If the conduct is covered by the New York State Human Rights Law or the Town of Cazenovia Sexual Harassment Policy, a formal complaint can be filed with Human Resources and/or the Division of Human Rights, and the complaint will be investigated.

- g. **Survivor-Centered:** An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect and non-discrimination.
- h. **Trauma-Informed:** An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators and symptoms of trauma and uses this knowledge to inform practices, policies and procedures.
- i. **Culturally Responsive:** A holistic approach to supporting and assisting survivors that recognizes a person's complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.

- j. **Victim of Domestic Violence – Pursuant to NYS Social Services Law §459-a(1):** Any person over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation or strangulation, identity theft, grand larceny or coercion; and
  - i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person’s child; and
  - ii. Such act or acts are or are alleged to have been committed by a family or household member.
  
- k. **“Family or household members” means the following individuals pursuant to NYS Social Services Law §459-a (2):**
  - i. persons related by consanguinity or affinity (blood or a person’s relation to blood relatives of their spouse);
  - ii. persons legally married to one another;
  - iii. persons formerly married to one another, regardless of whether they still reside in the same household;
  - iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;
  - v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;
  - vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; or
  - vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.
  
- l. **“Parent” pursuant to NYS Social Services Law §459-a (2):** means a natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

- m. **Victim or Survivor:** A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations and gender identities may experience gender-based violence, but women and girls are impacted the most. Some people will have a strong preference for which term to use.
- n. **Perpetrator or Abusive Partner or Person who Causes Harm:** A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic and/or emotional abuse against a victim.
- o. **Order of Protection (OP) (“Restraining Order” or “Stay-Away Order”):** An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten or harass the victim, their family or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.
- p. **Workplace:** For the purposes of this policy, any permanent or temporary location away from an employee’s domicile where an employee performs any work-related duty in the course of employment.
- q. **Human Resources:** The department of a business or organization responsible for workforce management. If no such department exists, the responsibilities of Human Resources fall on the employer.
- r. **Gender-Based Violence Liaison (GBVL):** Where possible, a designated employee(s) of the business or organization who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Human Resources employee.
- s. **Local Service Providers:** An organization in given geographical area whose mission is to provide services to victims of **gender**-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit [opdv.ny.gov](http://opdv.ny.gov) for a list of New York State-based domestic and sexual violence service providers.

## II. Persons Covered by this Policy

This policy shall extend to all full, part-time, temporary employees, volunteers and interns working for the Town of Cazenovia in any official work capacity. Whenever possible, this policy also covers consultants, contractors and other on-site providers.

## III. Statement of Confidentiality

The Town of Cazenovia recognizes and respects the employee’s right to privacy and confidentiality. All information, including details an employee shares about being a victim, shall be kept confidential to the extent permitted by law without the employee’s written permission, unless doing so creates a substantial risk of imminent danger to the victimized employee, other employees or the worksite. If such a situation arises, the Town of Cazenovia will:

- a. Inform the victimized employee of the actions the Town will take.
- b. Share information only with the specific employees who need to know.

- c. Limit the information shared to only what is necessary.
- d. Consider requiring employees who receive this sensitive information to sign a confidentiality agreement, committing to use it only for its intended safety purpose.

#### **IV. Survivor Rights**

Victims of domestic violence are a protected class under New York State Human Rights Law §296, which applies to settings like employment, housing, education and public accommodations. Every employer in the State of New York is required to follow the New York State Human Rights Law. This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

- a. Employees have the right to:
  - i. Disclose or not disclose experiences or details of gender-based violence.
  - ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
  - iii. Be free of discrimination and retaliation in seeking such accommodation.
  - iv. Access gender-based violence services.
- b. Employers may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick leave.

#### **V. Employer Responsibilities**

- a. The Town of Cazenovia shall implement the Gender-Based Violence and the Workplace policy and where possible, designate the Human Resources department or appropriate staff personnel to perform duties associated with implementing the policy. Where possible, the Town will designate at least one employee as its Gender-Based Violence Liaison (GBVL).
  - i. The GBVL is a designated employee who assists victimized employees with referrals to local service providers.
- b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e. organization intranet, employee newsletters, restrooms, kitchen and lounge and any other frequently used areas.) The information should include:
  - i. Employee Assistance Program (EAP) information – BRiDGES (315-697-3947)
  - ii. Human Resources contact information (315-366-2341)
  - iii. NYS Domestic and Sexual Violence Hotline Number (1-800-9426906), Chat and Text Line (1-844-997-2121)
  - iv. Contact information for local gender-based violence programs
- c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them and are aware of accommodations outlined in Section VI of this policy, such as the use of alternative scheduling or a change in work location and assisting the employee in identifying the best use of attendance and leave benefits.
- d. Offer support to those victimized through the following minimum steps:

- i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.
  - ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.
  - iii. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.
  - iv. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.
  - v. Provide confidential support services, such as safety planning and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate) and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to best meet the employee's needs.
- e. Town of Cazenovia Human Resources staff (and/or GBVL) must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. They can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.
- f. The Town of Cazenovia shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below. Additionally, supervisors shall refer employees to the Department of Human Resources and/or GBVL to receive referrals and resources as outlined above.

## **VI. Non-Discrimination and Responsive Personnel Policies**

All Town of Cazenovia policies and procedures must not discriminate and should be trauma-informed, survivor-centered and culturally responsive to victims' needs. Under the New York State Human Rights Law, all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence and on the basis of sex, sexual orientation, gender identity and gender expression. If such discrimination occurs, the employee can report it to Human Resources and/or the New York State Division of Human Rights for potential investigation and remediation.

- a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law §296(22)) and as such;
  - i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.
  - ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions or privileges of employment.
  - iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.

- iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.
  - v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence.
  - vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.
- b. **Use of Safe Leave:** Under New York State Labor Law, employers in New York must allow any employee who has disclosed their status as a victim of gender-based violence (or disclosed that a family member is a victim of gender-based violence) and must be out of work for a reasonable time to use accrued sick leave, known as safe leave, for the purposes as outlined in Labor Law §196-b(4).
  - c. **Leave Options:** Employees can choose to use appropriate leave accruals to cover any absences, if available. If the employee does not have adequate leave accruals to cover the absence, the absence shall be treated as leave without pay.
  - d. **Continuation of Benefits:** Any employee who must be absent from work to utilize accommodations in this section is entitled to the continuation of any health insurance coverage provided by the employer to which the employee is otherwise entitled during any such absence, in accordance with any existing collective bargaining agreements, regulations and organization policy.
  - e. **Notice of Absence:** Employees who must be absent to utilize accommodations as listed in this section shall provide their employer with reasonable advanced notice of the absence when possible.
  - f. **Time Off for Legal Proceedings:** Employers are also required to grant time off, with prior notification and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.
  - g. **Privacy and Documentation:** There may be occurrences when an employee is absent due to incidents of gender-based violence where they are unable to follow organizational protocol to report the absence. In that situation, the employee may lack documentation, may be unable to obtain documentation or may not want to share documentation containing confidential information. Under New York State Labor Law, an employer may not require the disclosure of confidential information relating to an absence from work due to domestic violence, a sexual offense, stalking or human trafficking, as a condition of providing sick or safe leave.
  - h. **Changes to Benefits:** Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract and policy.
  - i. **Work Performance Impact:** The Town of Cazenovia recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects because of safety reasons. (Examples include overnight travel, “off” hour shifts, etc.).
    - i. If performance is affected as a result of being a victim of gender-based violence, the Town will work with the employee on solutions which may include specific work plans, taking leave, reasonable accommodations, referrals to the GVBVL or HR, EAP, if applicable, and/or the local domestic violence service provider.

1. Employees should be made aware that not all employees' requests for assistance can be accommodated.
  - ii. OPDV is available for case-specific technical assistance as needed.
  - iii. Employees will be given clear information on performance expectations, priorities and performance evaluations.
  - iv. If disciplinary action is considered, special care should be taken to consider all aspects of the victimized employee's situation and all available options in trying to resolve the performance problems should be exhausted, including making a referral to HR, EAP, if applicable, domestic violence program or other relevant services, consistent with existing collective bargaining unit agreements, statute, regulations and organization policy.
- j. **Termination and Unemployment Eligibility:** If reasonable measures have been exhausted and the work performance issue remains and the employee is terminated or voluntarily separates from employment, the employee shall be informed of their potential eligibility for unemployment insurance and the Town shall respond promptly to any requests for information that may be needed in the claims process. New York State law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits.
- k. **Protection Against Sexual Harassment:** Sex, sexual orientation, gender identity, gender expression and status as a victim of domestic violence are all protected classes under the New York State Human Rights Law. Sexual harassment is a form of sex discrimination and is also prohibited under the New York State Human Rights Law §296 and Title VII, the Federal Civil Rights Act of 1964. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Gender-based violence may constitute sexual harassment when it subjects an individual to inferior terms, conditions or privileges of employment.
- l. **Reporting Discrimination or Harassment:** For all forms of discrimination and harassment, if an employee, including an intern or contractor, experiences sexual harassment or discrimination on the basis of their status as a victim of domestic or other gender-based violence or observes discrimination in the workplace, the employee may file a complaint with the employer.
- i. Any complaint of potential discrimination, whether verbal or written, must be investigated.
  - ii. Managers and supervisors are **required** to report any complaint that they receive or any harassment that they observe or become aware of to Human Resources.
  - iii. The Town of Cazenovia shall maintain the confidentiality of the complainant to the extent practical.
  - iv. Any employee in New York State may file a complaint with the New York State [Division of Human Rights](#).

## VII. Non-Retaliation Policy

The Town of Cazenovia shall not engage in any retaliatory practices against employees who disclose they are a victim of gender-based violence or any employee seeking accommodations or to exercise their rights under this policy.

The Town will not retaliate, tolerate retaliation by any supervisors, terminate or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an

employee, including those in management positions.

Retaliatory practices may include, but are not limited to:

- a. Commencing discipline against victimized employees for actions taken to promote their safety
- b. Fewer promotions
- c. Inappropriate jokes
- d. Comments that communicate bias or minimization
- e. Excluding the employee from conversations, etc.
- f. Discussing employee's status or experience in open/non-private settings with individuals other than the employee and the related staff (GBVL, HR, etc.)
- g. Retaliation may be carried out by anyone, not just the original perpetrator

Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. If you believe you have been subject to retaliatory practices, please see Section XI: Violations of Policy.

Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

### **VIII. Workplace Safety Plans**

Gender-based violence can lead to safety concerns at the workplace. Safety plans are simple but critical steps an employee can take to increase their safety and the safety of coworkers. While not all employee-survivors will need help with safety planning, Human Resources will provide referrals to EAP or other local service providers and, when feasible, strategize with an employee-survivor and Department Head to develop a safety plan for them and all other potentially affected employees to prevent any further harm in and around the workplace.

- a. **Orders of Protection:** The Town shall comply and assist with the enforcement of all known Orders of Protection (OP).
  - i. If requested by the victim or by law enforcement, the Town will provide any relevant information regarding an alleged OP violation.
- b. **Disclosing an Order of Protection:** If an employee has an active OP, they are encouraged to disclose it to the GBVL or supervisor at their work site. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the employer in implementing a safety plan. Copies of Orders of Protection will be maintained in a locked, confidential location in Human Resources, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the liaison, or Director of Human Resources shall retrieve and present the order.
  - i. Employees should notify the liaison in the event of a relevant modification or revocation of the OP.
- c. **Developing a Safety Plan:** When requested by the victim, Human Resources staff will work with the employee to develop a plan on how best to increase safety for the victim, other employees and the workplace. Options may include, but are not limited to:

- i. Providing front desk security or reception staff with a copy of the OP and a photo of the perpetrator
  - ii. Allowing the employee to work staggered hours, an “off shift,” or move to a different work location, either temporarily or permanently
  - iii. Temporary reassignment of certain duties, such as overnight travel
  - iv. Reassignment of parking space
  - v. Providing employees with an escort for entry and exit from the worksite
- d. If the circumstances indicate a need for the Town to take steps to increase safety for the victim, other employees and the workplace, the organization should follow their internal protocols.

**IX. Accountability for Employees who Perpetrate Acts of Gender-Based Violence**

The Town of Cazenovia will hold accountable and shall implement corrective or disciplinary action against any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes and regulations. The following behaviors are prohibited under the policy:

- a. Using the authority of their employment and/or misusing any workplace resources in order to:
  - i. negatively impact any victim of gender-based violence
  - ii. assist a perpetrator in locating a victim
  - iii. assist a perpetrator in perpetrating any act of gender-based violence
  - iv. protect a perpetrator from receiving appropriate consequences
- b. Committing acts of gender-based violence from or at the workplace or from any location conducting official business, except for locations where employees are telecommuting.

Disciplinary actions may include, but are not limited to:

- i. Administrative leave
- ii. Cease and desist memo
- iii. Removing/modifying the chain of supervision pending an official report
- iv. Relocation of the employee alleged to have abused to another work site
- v. Surrender of work cell phone, laptop, etc.
- vi. Suspension
- vii. Termination

**X. Firearms (For Applicable Departments Only)**

Pursuant to New York State and Federal law, any person convicted of a domestic violence-related crime or who is subject to any Order of Protection, forfeits the right to legally possess a firearm or long gun under certain circumstances. Additionally, federal law contains prohibitions relating to shipping, transportation or

receiving firearms or ammunition.

In addition to complying with State and Federal law, employees who are authorized to carry a firearm as part of their job-related duties are required to notify the Town if they are arrested for a domestic violence-related offense and/or are served with an Order of Protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the issuing organization or to the appropriate police organization.

Should an employee fail to comply with the above-listed requirements of this policy, they would be subject to corrective or disciplinary action, under existing collective bargaining unit agreements, statute or regulations. In addition, law enforcement may be notified of possible criminal action.

**XI. Violations of Policy**

Employers must investigate complaints of policy violations.

Employees may also report alleged violations of the New York State Human Rights Law to the New York State Division of Human Rights (DHR). DHR is the state agency responsible for enforcing the New York State Human Rights Law. DHR reviews every report of discrimination filed with the agency. In every case where the alleged discrimination falls within the agency’s jurisdiction, DHR will investigate and seek to hold violators of the law accountable. The discrimination reporting form and all related information can be found on [DHR’s website](#).

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 65 adopted.**

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**Resolution No. 66 presented by Councilor Race, seconded by Councilor Fallon**

**DIRECTOR OF FINANCE’S ATTENDANCE AT THE  
ASSOCIATION OF TOWNS  
2026 TOWN FINANCE AND PERSONNEL SCHOOL**

To approve the Director of Finance, Elizabeth B. Merrill’s attendance at the *Association of the Towns – 2026 Town Finance and Personnel School* in Canandaigua including lodging, April 26, 2026 – April 28, 2026 with fees paid.

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 66 adopted.**

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**Resolution No. 67 presented by Councilor Johnson, seconded by Councilor Fallon**

**STANDARD WORK DAY AND REPORTING RESOLUTION  
FOR ELECTED AND APPOINTED OFFICIALS**

**BE IT RESOLVED**, that the Town of Cazenovia hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs. Max 8 hrs.	Name (First and Last)	Current Term Begin & End Dates	Record of Activities Result	Pay Frequency
<b>Appointed Officials</b>					
Town Clerk	8	Connie J. Sunderman	1/1/2026-12/31/2026	25.65	Bi-Weekly

**Roll call:**

**Councilor Race                    Yes**  
**Councilor Golub                 Yes**  
**Councilor Johnson              Yes**  
**Councilor Fallon                Yes**  
**Supervisor Reger                Yes**

**Supervisor Reger declared Resolution No. 67 adopted.**

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**Resolution No. 68 presented by Councilor Race, seconded by Councilor Fallon**  
to approve the following **2026** budget transfers:

(Authority NYS Town Law section 112 “The town board, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations and shall provide for the financing thereof. Moneys therefor may be provided from the unexpended balance of an appropriation, from the appropriation for contingencies, from unappropriated unreserved fund balance or unanticipated revenues within a fund or by borrowing pursuant to the local finance law.”).

**General Fund A**

To establish budget for Cemeteries CE, not included in 2026 adopted budget (to accommodate purchase of flag from American Legion for South Cemetery with \$100 budget remaining).

To: A 8810.4.000 Cemeteries CE \$150.00  
 From: A 1990.4.000 Contingency (150.00)

To appropriate Fund Balance we must make a calculation that Fund Balance is available in General Fund A by running the following calculation to prove that Fund Balance is available:

*Present Year Budget:*

A 510 Estimated Revenues \$1,522,081.00  
 Plus A 599 Appropriated Fund Balance 132,000.00  
 Actual Subtotal \$1,654,081.00

A 980 Actual Revenues to Date	\$1,143,768.27
Plus Other Revenues Expected by year end	160,999.00
Plus A 909 Fund Balance at beginning of year	<u>977,943.52</u>
Actual Subtotal	\$2,282,710.79
<b>Actual Subtotal less Budgeted Subtotal = Amount Available</b>	<b>\$628,629.79</b>

To appropriate fund balance for New Woodstock Ballfield Softball Field Renovations. SAM grant award likely to be received in 2027.

To: A 7110.2.000 Parks EQ	\$188,200.00
From: A 599 Appropriated Fund Balance	<b>(188,200.00)</b>

**Highway Fund DB**

To appropriate Fund Balance we must make a calculation that Fund Balance is available in Highway Fund DB by running the following calculation to prove that Fund Balance is available:

*Present Year Budget:*

DB 510 Estimated Revenues	\$1,762,174.00
Plus DB 599 Appropriated Fund Balance	<u>000,000.00</u>
Actual Subtotal	\$1,762,174.00

DB 980 Actual Revenues to Date	\$1,449,192.41
Plus Other Revenues Expected by year end	265,000.00
Plus DB 909 Fund Balance at beginning of year	<u>1,047,705.74</u>
Actual Subtotal	\$2,761,898.15
<b>Actual Subtotal less Budgeted Subtotal = Amount Available</b>	<b>\$999,724.15</b>

To appropriate fund balance to establish budget for purchase of 2026 Bandit Chipper 18XP Intimidator for use in brush and weeds control.

To: DB 5140.2.000 Brush and Weeds EQ	\$82,000.00
From: DB 599 Appropriated Fund Balance	<b>(82,000.00)</b>

**Water Pollution Control Facility (SS)**

To appropriate Fund Balance we must make a calculation that Fund Balance is available in Water Pollution Control Facility SS fund by running the following calculation to prove that Fund Balance is available:

*2026 Year Budget:*

SS 510 Estimated Revenues	\$615,200.00
Plus SS 599 Appropriated Fund Balance	<u>00,000.00</u>
Actual Subtotal	\$615,200.00

*2025 Year Actual:*

SS 980 Actual Revenues to Date	\$297,173.10
Plus Other Revenues Expected by year end (does not include SAM grant)	281,639.00
Plus SS 909 Fund Balance at beginning of year	<u>1,494,649.08</u>
Actual Subtotal	\$2,073,461.18
<b>Actual Subtotal less Budgeted Subtotal = Amount Available</b>	<b>\$1,458,261.18</b>

To increase budget for legal and engineering fees related to Cazenovia WPCF Clarifier and Disinfection Project. Town Board resolution 24 – 2026 adopted February 9, 2026 approved additional engineering fees, for a project total of \$672,000.

To: SS 8130.4.700 Legal & Engineering Sewage Treat/Disposal CE	\$260,000.00
From: SS 9999.599 Appropriated Fund Balance (Revenue)	<b>(260,000.00)</b>

**Roll call:**

<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Johnson</b>	<b>Yes</b>
<b>Councilor Fallon</b>	<b>Yes</b>
<b>Supervisor Reger</b>	<b>Yes</b>

**Supervisor Reger declared Resolution No. 68 adopted.**

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**Attorney's Report:**

*John Langey, Esq. reported the proposed Local Laws will be reintroduced with a lot of the comments that have been received being included. He said he is also working on some other laws for the Board’s consideration. He added the Supervisor and he have attended some meetings recently with a few residents to address some questions. In closing, he said the Planning and Zoning Board continue to be very active. He received some comments about the current short-term rental law and has made a few tweaks which are underway. There are some other laws in the works, as well*

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**Councilor Race** (Highway Department, South Cemetery, Water Pollution Control Facility, Water Districts): *Reported Spring has sprung. The highway crew is in prep-mode for the summer program. Things are getting cleaned and swept up. A few culverts were replaced last week. Everything is good.*

**Councilor Golub** (Cazenovia Lake Association, Cazenovia Lake Watershed Council, Renewable Energy, United Climate Action Network (UCAN), Future of the Town Office, Anti-racism Coalition): *He mentioned there is no one to do the benthic mats and encouraged if anyone knows of a landscaper that would be interested to pass their information along. He said it is not a definite the program will happen this year. He said at the last CLA meeting, the “Roger/Dale Law” was introduced. He mentioned there were a few comments, but generally, there was no objections to it. On another note, Earth Day will be celebrated this Saturday at 9 30 a.m. at Burton Street School. There will be a food truck, along with a lot of interesting exhibits. The Town’s EV pickup truck will be part of the show. Lastly, he reported he has been working with Councilor Fallon on the demolition law and it has been moving along nicely. He said their goal is to create a law that has a process for a demolition.*

**Councilor Johnson** (CACDA, Senior Recreation & Joint Youth Recreation, Parks, New Woodstock Fire Department, Future of the Town Office, Anti-racism Coalition, Community Outreach): *Began her report by recognizing the school district merger may not necessarily apply directly to town business, but her most recent meetings with CACDA and CAZLIFE have had discussions on this topic. She thought it was worth mentioning at tonight’s meeting because there is a lot of the public present and they will host a “town hall” tomorrow. She said it has nothing to do with the Town of Cazenovia directly meaning the Town Board does not have anything to do with their budget, etc. However, she wanted to mention it because she thought it was important that people be informed about what the school is studying in term of a merger. She said all the information is on their website and encouraged folks to get informed. In terms of senior*

*recreation and joint youth recreation, summer youth recreation programming opened at the beginning of March and registrations are coming in. She stated the finishing touches are being added to a new IMA between the Town of Cazenovia, Town of Nelson, Town of Fenner and Village of Cazenovia that will cover summer youth programming, but also recreation, in general. She said there will be a new position at the Town of Cazenovia that will be a year-round Recreation Supervisor. She said the “Future of the Town Office” has already been talked about this evening. She did mention plans are in the works to and they will continue to inform the community about their plans for the Jephson Campus. She mentioned they were pleased to host CazArts over the past weekend for a couple of their programs and they are looking forward to more communication between community organizations about how that space can best be used to benefit the entire community. She encouraged the public to contact her about any recreation opportunities that are being discussed for the Town buildings which include the Jephson Campus and the Gothic Cottage.*

**Councilor Fallon** (Planning & Zoning, CACC, Shared Services, Renewable Energy, New York State Police): *Reiterated John’s comments and said planning and zoning are very busy, as usual. She reported she continues to meet with the demolition committee and has found it very interesting with thought-provoking conversations. She mentioned she spoke with Chair Ridler who communicated with Paul Curtin, Chair of the CACC, about the proposed removal of trees at Gypsy Bay. Since these trees are in the Lake Watershed District, they agreed that Mr. Curtin would reach out to Walker Tree Service to make sure they're in compliance with the Lakeshore Development Guidelines. She said there was also a question in regards to Lorenzo’s sight easement, the Clerk reached out to her contact with the State and received an e-mail stating there was no problem with the work that was being proposed.*

**Supervisor's Report:** *Reported a lot of the things he has worked on over the past month have already been touched on by the other board members. He said prior to tonight’s meeting, they just presented at the Village planning board meeting their concept for the new building, as well as, the intended uses and wanted to thank them for hosting and he appreciated all their efforts. They have been great community partners and he wants to continue that relationship as the opportunities evolve. He appreciated the support of Tom Pratt, Councilors Johnson and Golub, who attended the meeting with him, along with John Langey for his continued guidance. In terms of the number of local laws that have been in the works lately, he thanked the community members, Planning Board and Zoning Board of Appeals that have taken the time to go through these with a fine-toothed comb so we can end up with a very good product. He thanked Susan Light with CazArts for a successful initial pilot and very much appreciated her time and effort. Lastly, he mentioned the New Woodstock Ball Field and said with a little bit of a break in the weather, the contractor for the Woodstock Ball Field met with Councilor Johnson and Tom Pratt. The project is underway and will hopefully be completed within the next couple weeks, weather depending. He put a plug in for CAVAC and said they are continually looking for volunteers and have a shortage of drivers currently. He mentioned the importance of this organization and the good they do for our community.*

*(Office Hours) Sunday, May 3<sup>rd</sup> 12:00 p.m. – 3:00 p.m.*

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Supervisor Reger asked if any member of the public cared to use the second comment period to speak to the board regarding any area of Town Board oversight.

**Public comment #2:**

*Susan Light of Caz Arts was present to say “thank you” for the use of the Jephson Campus last weekend. She appreciated the help of the Clerk with the paperwork and insurance. She thanked Bryan Smith, Councilor Johnson and Golub for assistance with moving tables and chairs and trying to get the place together. Bryan got the audio-visual up and running which worked flawlessly. She recognized Supervisor Reger and Councilor Johnson came in on the weekend to open up the building and appreciated their efforts. She said participants were delighted with the space.*

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**The Town Clerk presented the monthly bills list.**

The Town Board's method-of-choice for review of the monthly bills:

The Town Board's first review takes place when detailed lists of the monthly bills are emailed to them on the weekend preceding the meeting. As a second review, the Town Clerk reads aloud the monthly bills list as the Town Board followed along with hard copies. The invoices are present at the meeting and the Town Board visually inspects them and discusses them at their discretion.

**Motion by Councilor Fallon, seconded by Councilor Golub to approve payment of the bills in the amount of \$ 246,010.30. The motion was unanimously approved.**

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**Motion by Councilor Race, seconded by Councilor Golub to adjourn this meeting. The motion was unanimously approved.**

**At 8:19 p.m., Supervisor Reger declared this meeting adjourned.**

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**Signed:** Connie J. Sunderman  
Connie J. Sunderman, Town Clerk