

Mexico Town Board Agenda  
Monday, September 11, 2023  
Town Hall, 64 S Jefferson St. Mexico, 7:00pm

1. Approval of Minutes
2. Communications
  - Oswego Co. Health Dept. Letter
3. Public Comment
4. Reports
  - Town Clerk, Water Clerk
  - Dog Control
  - Zoning Officer/ Building Inspector
  - Highway Superintendent
  - Community Park Manager
  - Mexico Point Park
  - Planning Board
  - Zoning Board of Appeals
  - Water Commissioner
  - Supervisor
  - Water District Update
  - McAuslan Hall Update
  - Co Rt 64 Cemetery Update
5. Consider August Payroll
6. Approve LL 2 of 2023: Flood Damage Prevention
7. Consider Munger Hill Road Bridge Bids
8. Accept Ag & Mkt Grant
9. Consider Formation of a Steering Committee
10. Consider Transfer of Funds to Capital Reserve
11. Consider Town Hall Security
12. Other Business
13. Audit & Approve Abstracts
14. Adjourn

# OSWEGO COUNTY

VERA DUNSMOOR, DIRECTOR OF PUBLIC HEALTH  
PHONE 315.349.3545



# HEALTH DEPARTMENT

70 BUNNER STREET, OSWEGO, NEW YORK 13126-3357  
FAX 315.349.3435

August 31, 2023

William S. & Deborah J. Haynes  
51 Smithers Road  
Mexico, NY 13114  
CERTIFIED

**COPY**

RE: Haynes property located at 51 Smithers Road in the Town of Mexico  
Part 8 Violation: Sewage to the surface of the ground Complaint # P23-05-015

Dear William S. & Deborah J. Haynes:

In response to a complaint filed with this department on May 17, 2023, a field visit was made to your property located at 51 Smithers Road in the Town of Mexico by Oswego County Health Department (OCHD) staff on May 23 and July 7, 2023; most recently on August 22, 2023. During the visit, representatives of OCHD observed an outbreak of septic to the ground surface. Photographs were taken of the outbreak area.

Based on the inspector's observations, the Onsite Water Treatment System (OWTS) for the home is not working properly and is in violation of Part 8 of the New York State Sanitary Code. No response was received from OCHD's certified mailing dated July 10, 2023 and signed for by Jessica Kalynycz.

**You need to hire a licensed land surveyor or professional engineer to complete a site evaluation to determine the corrections needed within thirty (30) days of receipt of this letter. The report must be submitted to the Department for review. If more than a minor repair is needed, professional plans for a new septic system are required for review and approval.**

**Failure to respond may result in legal referral to the Oswego County Board of Health.**

Enclosed is a list of design professionals for your use. You can choose one from the list or one of your own. A minimum of 2 percolation and 1 deep hole test are required. Once the engineer has completed the plans, submit four (4) copies, along with the \$125.00 plan review fee to the OCHD for review and approval. Work cannot begin until the plans have been approved by the OCHD.

**In the meantime, any areas of raw sewage should be kept limed and fenced (if possible) to prevent easy access by children and pets. The lime can be either the hydrated or agricultural type and fencing must be of adequate height and strength.**

Once the plans are approved, the new septic system must be installed within 30 days. Upon installation, the design professional must inspect the system and submit an As-Built certification letter to the OCHD stating that the system was installed according to the approved plans. This certification must be provided to the Department within thirty (30) days of the installation.

Also, please contact your local code enforcement officer, Ron Marsden at 315-298-4676 to obtain the necessary permits prior to construction. If you have any questions or need any extensions, please contact the Environmental Health Department at 315-349-3557. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Vera J. Dunsmoor".

Vera J. Dunsmoor  
Director of Public Health

VD/gq

c: Ronald Marsden, Code Enforcement  
Eric Behling, Town Supervisor  
Katelyn Parkhurst, Environmental Health Director  
William P. Havener, Jr., M.S., P.E.  
File  
enc: Professional Engineers, Land Surveyors, and Architects Listing

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MEXICO, NEW YORK

AUGUST, 2023

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

## A1255

<u>16</u>	DECALS	<u>67.97</u>
<u>5</u>	MARRIAGE LICENSES NO. 23016 TO 23020	<u>87.50</u>
<u>2</u>	MARRIAGE OFFICIANTS NO. 000001 TO 000002	<u>50.00</u>
<u>17</u>	CERTIFIED COPIES	<u>170.00</u>

**TOTAL TOWN CLERK FEES 375.47**

## A2544

<u>44</u>	DOG LICENSES	<u>284.00</u>
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**TOTAL A2544 284.00**

## A2555

<u>17</u>	BUILDING PERMITS	<u>3,260.00</u>
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**TOTAL A2555 3,260.00**

## A2655

<u>21</u>	COPIES	<u>5.25</u>
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**TOTAL A2655 5.25**

## F1234

<u>103</u>	WATER PAYMENTS	<u>6,301.86</u>
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**TOTAL F1234 6,301.86**

# TOWN CLERK'S MONTHLY REPORT

AUGUST, 2023

page 2

## DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	<u>3,924.72</u>
PAID TO TOWN FOR WATER PAYMENTS	<u>6,301.86</u>
PAID TO NYS DEC FOR DECALS	<u>1,776.03</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>56.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>112.50</u>

**TOTAL DISBURSEMENTS 12,171.11**

## Report by District

Total

## Payment History Write Off 's

<u>Account</u>	<u>AcctId</u>	<u>PayId</u>	<u>Amount</u>	<u>Penalty</u>	<u>Taxes</u>	<u>Totals</u>
Sub - Totals :						
Grand- Totals :						

## **Town of Mexico Dog Control Officers Report**

September 11, 2023

Report for the month of August 2023

14 notices of unlicensed dogs were issued

No dogs were picked up

Respectfully,

Jack Spriggs, DCO

# Town of Mexico

## Mother of Towns

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(315) 963-7633 Town Office  
(315) 963-8794 Zoning  
(315) 963-3491 Assessor  
TTY 1-800-662-1220

Fax (315) 936-8806  
64 South Jefferson St.  
PO Box 98  
Mexico, NY 13114

### Code Enforcement Officers Report August 2023

15 building permits issued.

One special use application.

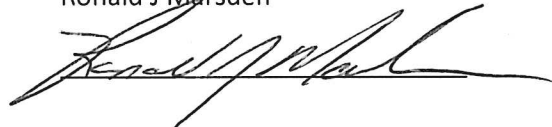
Issued 5 violations.

Violations are being corrected.

The office received \$3260.00 in fees.

Reports are attached

Ronald J Marsden



**TOWN OF MEXICO**  
**BP - BP Transaction Report**  
**For the period 08/01/2023 through 08/31/2023**

Type	Date	Comment	Name	Quantity	Fee
1.BP	08/01/2023	23-0057 LEANTOO	HOVER, BARBARA	1	32.00
2.BP	08/02/2023	23-0058 POLEBARN	GORMAN, TIM	1	144.00
3.BP	08/02/2023	23-0059 BREEZWAY	BARBER, ANDREW	1	140.00
4.BP	08/02/2023	23-0060	TURNER, DENISE	1	60.00
5.BP	08/02/2023	23-0061 POLEBARN	VANNORSTRAND, DONALD	1	112.00
6.BP	08/03/2023	23-0062 HOME	NILES/FLETCHER	1	450.00
7.BP	08/07/2023	23-0063 SHED	BOYZUCK, EDWARD	1	50.00
8.BP	08/07/2023	23-0064 SHED	MOODY, THOMAS	1	50.00
9.BP	08/10/2023	23-0065 STORAGE UNITS	CARTIER MOTORSPORTS	1	1,050.00
10.BP	08/14/2023	23-0008 SPECIAL PERMIT	MOODY, THOMAS	1	25.00
11.BP	08/16/2023	23-0067 REPAIR	MCAUSLAN, TERRI	1	195.00
12.BP	08/22/2023	SEPTIC SYSTEM	FRASER LAWRENCE	1	60.00
13.BP	08/22/2023	23-0068	FRASER LAWRENCE	1	
14.BP	08/22/2023	23-0069	STEVENS JEFFREY	1	250.00
15.BP	08/23/2023	23-0070	MADDEN MARY	1	60.00
16.BP	08/24/2023	23-0066 BARN	JAY, DUSTIN	1	192.00
17.BP	08/29/2023	23-0072 HOME	MOORE, BRENT	1	390.00
				17	3,260.00

<b>Total Sales</b>	17	3,260.00
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# Town of Mexico

Building Permits by Issued Date: 08/01/2023 - 08/31/2023

Permit# Applicant Name	Issued	Final	Property Owner & Location	Tax Map# Lot#	Fee	Project Cost
23-0057 Hover Barbara	08/01/23		Hover Barbara 2728 Us Rt 11	154.00-01-16	32.00	5,000.00
23-0058 Gorman Jodi , Timothy	08/02/23		Gorman Jodi , Timothy Iadd	098.00-01-28	144.00	10,000.00
23-0059 Barber Andrew C	08/02/23		Barber Andrew C 4 Dimon Rd	136.00-04-16.01	140.00	7,500.00
23-0060 Turner Denise	08/02/23		Turner Denise 103 Ames St.	134.00-01-31	60.00	10,000.00
23-0061 VanNorstrand Donald Jr.	08/02/23		VanNorstrand Donald Jr. 206 Lacasse rd	153.00-02-39	112.00	12,000.00
23-0062 Niles Robin R	08/03/23		Niles Robin R 782-84 Co Rt 16	099.00-01-12.122	450.00	90,000.00
23-0063 Boyzuck Edward III	08/07/23		Boyzuck Edward III 298 Co Rt 41	116.00-02-33	50.00	4,000.00
23-0064 Moody Thomas	08/07/23	08/24/23	Moody Thomas 2530 St Rt 104	135.00-02-05	50.00	6,000.00
23-0065 Cartier Motorsports	08/09/23		Cartier Motorsports 3195 Us Rt 11	136.00-02-18	1050.00	70,000.00
23-0066 Jay Dustin	08/09/23		Jay Dustin 69 Bangall Rd	173.00-02-07	192.00	20,000.00
23-0067 McAuslan Terri	08/16/23		McAuslan Terri 5085 St Rt 3	151.00-01-16	195.00	100,000.00
23-0068 Fraser Lawrence	08/22/23		Fraser Lawrence 218 Fravor Rd	115.00-01-29.01	60.00	5,000.00
23-0069 Stevens Jeffrey S	08/22/23		Stevens Jeffrey S 245-91 Tubbs Rd	135.00-02-23.02	250.00	75,000.00
23-0070 Madden Patrick	08/23/23		Madden Patrick 573 Co Rt 16	099.00-01-16	60.00	10,000.00
23-0072 Moore Brent	08/29/23		Moore Brent 24 Halladay Rd	172.00-02-02	390.00	28,000.00

Total Count: 15

Total: \$3,235.00 \$452,500.00

*Handwritten:*  
+ 25.00  
\$3260.00

# Town of Mexico

Other Permit Summary by Application Date Range: 08/01/2023 - 08/31/2023

Permit#	Date	Property Owner	Tax Map#	Fee	Type
Applicant Name		& Location	DBA		Description
23-0008	08/14/23	Moody Thomas	135.00-02-05	25.00	special permit
Moody Thomas		2530 St Rt 104			Print shop / Agriculture products

**Total Count:** 1

**Total:** \$25.00

# Town of Mexico

Violation Summary by Date Range: 08/01/2023 - 08/31/2023

Violation#	Violator Name	Violation Date	Property Owner & Location	Tax Map#	Offense
23-0039	Mc Lean Matthew	08/10/23	Mc Lean Matthew 101 Countryman Rd	099.00-03-15.12	Recreational vehicles located outside rec
23-0040	Landrio Richard	08/24/23	Landrio Richard 2589 St Rt 104	135.00-03-15.01	No certificate of occupancy
23-0041	Landrio Richard	08/24/23	Landrio Richard 2589 St Rt 104	135.00-03-15.01	junk vehicle law
23-0042	Knosp Harold	08/24/23	Knosp Harold 2257 St Rt 104	136.00-04-13.04	weeds
23-0043	Skilinski Thomas	08/24/23	Skilinski Thomas 2267 St Rt 104	136.00-04-13.01	Garbage not in approved container

**Total Count:** 5

Highway Superintendent Report Aug 2023

General maintenance on equipment

Hauling winter sand

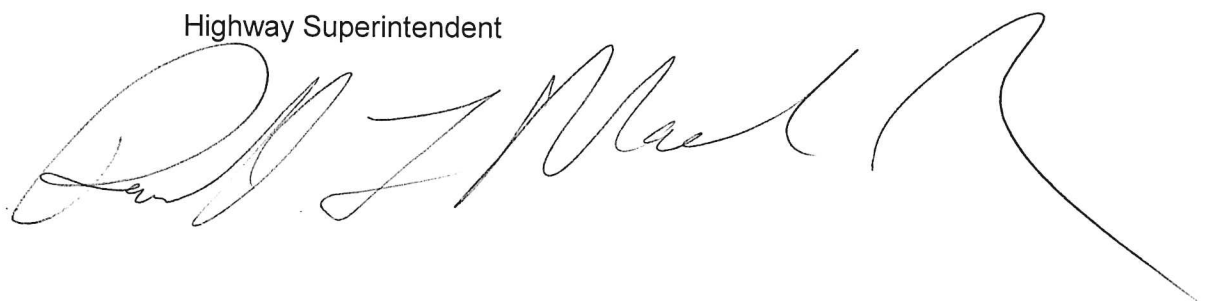
Paved Hurlburt, Fish and Munger Hill roads

Mowing roadsides throughout the town

Ditch work throughout the town

Mow cemeteries, caseys cottage, town office

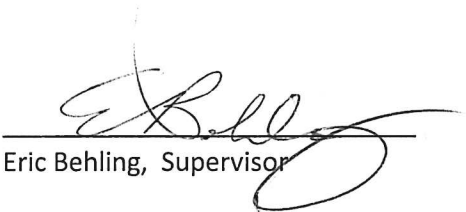
Highway Superintendent

A handwritten signature in black ink, appearing to read "Dan Z. MacL...", is written over the printed title "Highway Superintendent". The signature is fluid and cursive, with a long, sweeping tail that extends towards the bottom right of the page.

**SUPERVISOR**

To the Mexico Town Board, pursuant to section 119 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me, as Supervisor, during the month of August 2023

	Prev Balance		\$ 2,368,018.03
23-Aug	Water Deposit	\$5,499.85	
	Clerk Fees/Vital Records	\$127.28	
	Dog Licenses	\$262.00	
	Fines and Bail	\$3,145.00	
	Building Permits	\$1,623.00	
	August Interest	\$1,143.41	
	TNH Fuel Reimbursement	\$75.98	
	MPP Reservation	\$525.00	
	Sub Total	<b>\$12,401.52</b>	
	August Capital Interest	\$344.41	
	Sub Total	<b>\$344.41</b>	
			<b>\$ 2,380,763.96</b>
<b>HIGHWAY RECEIPTS</b>	Prev Balance		\$1,812,848.83
23-Aug	August Interest	\$543.71	
	Sub Total	<b>\$543.71</b>	<b>\$1,813,392.54</b>
<b>GENERAL EXPENSES</b>			
	EEHC	(\$251.13)	
	Vouchers	\$141,582.53	
	Payrolls	\$55,028.10	
	NH H.I. Reimbursement	(\$851.76)	
	Sub Total	<b>\$195,507.74</b>	
<b>HIGHWAY EXPENSES</b>			
	EE CURRENT HC CONTRIBUTION	(\$763.89)	
	Paid Vouchers	\$71,437.62	
	Payrolls	\$48,429.23	
	Retiree Supplemental H.I. Reimbursement	(\$102.62)	
	Sub Total	<b>\$119,000.34</b>	
	GENERAL Balance		<b>\$2,185,256.22</b>
	HWY Balance		<b>\$1,694,392.20</b>
	Total		<b>\$3,879,648.42</b>

  
Eric Behling, Supervisor

9-6-23  
Date

# CASH REPORT

FUND	23-Aug	22-Aug	21-Aug	20-Aug	19-Aug
A	\$942,126.65	\$987,203.20	\$931,436.35	\$785,045.48	\$837,082.96
Capt. Res	\$626,042.45	\$533,680.73	\$533,147.60	\$361,297.90	\$360,856.34
B	(\$221,662.51)	(\$12,133.76)	\$117,469.72	\$140,773.48	\$144,378.07
DA	\$933,138.47	\$1,220,716.07	\$706,062.93	\$495,402.58	\$533,481.42
DB	\$813,899.94	\$170,698.68	\$463,567.33	\$873,575.54	\$704,618.98
SF	\$5,531.29	\$5,758.29	\$14,985.29	\$22,131.29	\$18,652.29
SM	\$4,260.13	\$3,723.09	\$3,104.14	\$2,345.68	\$1,703.85
SS	\$6,130.15	\$5,194.15	\$5,062.15	\$4,798.15	\$5,613.80
ST	\$2,581.60	\$3,054.12	\$3,396.69	\$3,459.03	\$3,507.24
FO	\$398,789.16	\$386,500.49	\$376,907.14	\$373,534.89	\$347,008.80
F2	\$261,229.91	\$248,107.62	\$236,819.05	\$208,679.23	\$189,303.50
F3	\$33,833.12	\$34,656.67	\$36,771.03	\$40,277.35	\$41,766.30
F5	\$84,211.30	\$83,489.74	\$10,454.91	\$1,288,705.40	\$1,092,551.03
TA	\$28,177.51	\$24,518.59	\$19,582.40	\$17,127.90	\$6,916.79
TOTAL	\$3,918,289.17	\$3,695,167.68	\$3,458,766.73	\$4,617,153.90	\$4,287,441.37

COMHOURS CO REGULAR	EARNINGS REGULAR	HOURS OVERTIME	EARNINGS OVERTIME	HOURS HOLIDAY	EARNINGS HOLIDAY	HOURS PERSONAL	EARNINGS PERSONAL	HOURS SICK	EARNINGS SICK	HOURS VACATION	EARNINGS VACATION	GROSS EARNINGS
NZL2,726.25	91,187.12	20.25	701.28			166.50	4,241.76					96,177.41
FICA TAX 7,279.87 FED INCOME TAX 5,032.70 STATE INCOME TAX 3,165.52 SUI/SDI TAX												
*** REPORT TOTALS ***	2,726.25	20.25	701.28			166.50	4,241.76					96,177.41
TOTAL FICA TAX 7,279.87 TOTAL FED INCOME TAX 5,032.70 TOTAL STATE INCOME TAX 3,165.52 TOTAL SUI/SDI TAX												
TOTAL VOL. DEDUCTIONS 5,123.64 TOTAL DIRECT DEPOSITS 58,544.67 NET PAY 17,031.01												
PR# 16 Gen \$ 13,005. <sup>63</sup> + \$ 988. <sup>53</sup> = \$ 13,994. <sup>16</sup> Hwy \$ 14,910. <sup>28</sup> + \$ 1,125. <sup>36</sup> = \$ 16,090. <sup>64</sup>												
PR# 17 Gen \$ 12,632. <sup>38</sup> + \$ 959. <sup>96</sup> = \$ 13,592. <sup>34</sup> Hwy \$ 14,550. <sup>69</sup> + \$ 1,093. <sup>66</sup> = \$ 15,644. <sup>35</sup>												
PR# 18 Gen \$ 25,497. <sup>47</sup> + \$ 1,944. <sup>13</sup> = \$ 27,441. <sup>60</sup> Hwy \$ 15,525. <sup>96</sup> + \$ 1,168. <sup>28</sup> = \$ 16,694. <sup>24</sup> \$ 96,177. <sup>41</sup> + \$ 7,279. <sup>92</sup> = \$ 103,457. <sup>33</sup>												



**LEGAL NOTICE  
TOWN OF MEXICO**

The Town of Mexico is accepting bids for the scour repair on the bridge over Black Creek on Munger Hill Road in the Town of Mexico. Specifications are available at the Mexico Town Hall or online at [www.mexicony.org](http://www.mexicony.org). Contractors must be fully insured and are required to supply a certificate of insurance. Prevailing wages required. The Town of Mexico reserves the right to reject or accept any or all bids. Sealed bids will be accepted until noon 12:00PM Monday, September 11<sup>th</sup> at the Mexico Town Hall and will be opened at the Town Board Meeting Monday, September 11<sup>th</sup> at 7:00PM, or as soon as possible thereafter, at the Mexico Town Hall on 64 S Jefferson Street in the Village of Mexico. Mail bids to Town of Mexico, PO Box 98, Mexico, NY 13114 or drop off at Mexico Town Hall, 64 South Jefferson St. Mexico, NY 13114.

*s/Nicole Wild*

Nicole Wild  
Town Clerk



## Request for Bids for Munger Hill Road Bridge

The Town of Mexico is accepting bids for scour repair on the bridge over Black Creek on Munger Hill Road in the Town of Mexico.

### Scope of Work

Place required erosion and sediment control measures.  
Place concrete bags into scour hole.  
Minimum removal of existing creek bed material may be required.  
Drive two rows of steel rebar.  
Remove placed erosion and sediment control measures at project's conclusion.

### General Requirements

Contractors are required to supply the following certificates of insurance:

- Certificate of Worker's Comp Insurance
- Certificate of Liability Insurance \$1,000,000 - \$5,000,000

Prevailing Wages and rates apply, to include hourly rates and supplemental benefits as per NYS Department of Labor.

15% Retainage until final acceptance

**Scaled Bids are due by NOON Monday, September 11<sup>th</sup> and will be opened at the Mexico Town Board Meeting Monday, September 11<sup>th</sup> at 7:00PM, or as soon thereafter as possible, at the Town Hall on 64 S Jefferson Street in the Village of Mexico.**

The Town of Mexico reserves the right to reject or accept any or all bids.

Mail Bids to Town of Mexico, PO Box 98, Mexico, N.Y., 13114 or drop off at Mexico Town Hall, 64 South Jefferson St. Mexico, N.Y. 13114. (or drop box)

Schematics available by request at the Town Hall or on the town's website at [www.mexicony.org](http://www.mexicony.org)

Bid Amount \_\_\_\_\_

\_\_\_\_\_  
Contractor's Signature