

## **SOUTH BRISTOL TOWN BOARD MEETING**

June 9, 2025

### **REGULAR MEETING**

The Regular meeting of the South Bristol Town Board was called to order June 9, 2025 at 7:00pm.

### **PRESENT**

Daniel Marshall, Supervisor  
Stephen Cowley, Councilman  
Jim Strickland, Councilman  
Meg Fuller, Councilwoman  
Scott Wohlschlegel, Councilman

### **RECORDING SECRETARY**

Judy Voss, Town Clerk

### **OTHERS**

Jonathan Heiderich, Scott Trumbower, John & Ian Bolton, Valary Muscarella, Lisa Moore,  
Christopher Bennem, Tracey Howe  
Online: Mark Boylan, David Whittaker, Beth Thomas, Chuck Ryan

### **I. ROLL CALL**

Supr. Marshall opened the meeting with roll call.

### **II. APPROVAL OF MINUTES**

On a motion made by Councilman Wohlschlegel and seconded by Councilman Strickland, the May 12, 2025 minutes with corrections were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

Councilwoman Fuller said she had mentioned to Clerk Voss that there are a few typo situations in the minutes needing correction. Under New Business Approval has 2 A's and under the Other section, the names listed should show who was in attendance and who was online.

### **III. PLEDGE OF ALLEGIANCE**

### **IV. PRIVILEGE OF THE FLOOR**

Ian Bolton, of County Road 34, spoke to the Board:

Hi. I am Ian Bolton, I am currently a Boy Scout at the rank of Life, working towards my Eagle Scout project. For my Eagle project, I am hoping to do a cemetery cleaning involving cleaning tombstones and making new signs for the Coye Cemetery on Route 21. I want to do this because I have family buried there and I have a few questions of what I will need to do.

- Is there any specifications for the signs? If there is a certain way I should make them.
- Are there any specific things the signs should say? (make signs same as original)
- Can we clean all the stones? Or do we need permission from family members to clean them?

We plan on using the same cleaning solution that Arlington Cemetery uses for their stones. The Boy Scouts have talked with Dave Bloom about cleaning tombstones, and I have talked with Brian Young about what should be done (He gave me the old signs).

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Supr. Marshall said this is all good news to us right at the moment. I would be very interested in seeing what you want to do. For the actual design of the signs, too soon to give you an answer on that one; there are size limits to go by and is found in our Code. As far as cleaning the stones, that is very ambitious.

Councilman Cowley said that Naples is having classes on how to clean stones, do you know about that? David Bloom and Ken Poole.

Mr. Bolton said yes, we actually had David Bloom over for a Boy Scout meeting on a demonstration on how to do that. He suggested that the best way to clean the tombstones was using an all-natural product called D-2, that naturally cleans the stones and does not harm them. All you need to do is spray them and that gets all of the natural stuff out, cleans all the pores in the stones out, you don't even need to touch the stones for that. It is the same product that they use in Arlington Cemetery.

Supr. Marshall said if you are here to ask our permission to do a project like that, we would highly endorse it. Two years ago we had another Eagle Scout do the cemetery on Hicks Road. That came out real nice and he had a sign done by Darryl Abraham. If there is anything else the Town can help you with let us know.

Mr. Bolton asked, in order to clean the stones, does he needed to contact the family members for their permission.

Supr. Marshall said to do a head-count of all the stones that need cleaning, some of them are fairly current and are probably fine.

Clerk Voss asked, you are talking about a sign that says Coye Cemetery?

Mr. Bolton agreed, Brian Young gave us the original signs and there is one sign that says Coye Cemetery, one sign that says No Littering.

Beth Thomas, Town Historian, so thankful for the Eagle Scout and please have him contact me for more help. I have a special idea that I have went through with my Board; I'd like to give out a History Award on a yearly basis, just a certificate, that will include an commendation for assembla or photographic history and then restoration history. For this being the first year, I actually have 4 special projects in mind. I'd like to keep this secretive and email you if I may so that it is a nice surprise. On a yearly basis, do one that is photographic and written history and another that is acknowledging somebody's effort to restore an old house or building.

Supr. Marshall said this is a good project and to move forward.

### **V. COMMITTEE REPORTS:** **HIGHWAY**

Councilman Cowley read the Highway Report:

Following is a brief summary of events at the Town Highway Department.

- Continued mowing of town properties
- Roadside mowing is ongoing and working on both Town and County roads.
- Ditching, shoulder cutting and culvert replacement complete on Gulick rd.
- Trees trimmed back ready for milling and paving on Gulick rd.
- Wilder Cemetery cleaned up and looking good.
- Stone is all hauled for our chip seal projects this summer.

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On a motion made by Councilman Cowley and seconded by Councilman Strickland, the May Highway Report was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

### **FINANCE**

Supr. Marshall mentioned that the Board needs to discuss the Town's Unexpended Fund Balance. There is more money than we should have in the Unexpended Fund Balance. We have policy that was written by the previous Supervisor that states the Unexpended Fund Balance should be about 25% of the total budget. We are significantly over that and will use that Unexpended Fund Balance towards the eventual payment of the debt on the Highway Garage. The bond for the Highway Garage cannot be paid off for at least 8 years; we are in year 3 at this point. We are setting money aside so that when year 8 comes around, the debt can be paid off. It is a 30-year bond right now. We also need to take into consideration and establish reserve accounts for other areas, as an example, a reserve for future purchases of equipment, guiderails, etc. In the next month, the Board needs to sit down and come up with some budget plans as to how that money should be set aside. Another option is to reduce the tax rate.

### **VI. OLD BUSINESS:**

#### **LOCAL LAW – REPEALING CHAPTER 157 - TRAILERS**

Supr. Marshall said we have been talking about Chapter 157 of the Town Code and Chapter 170. We decided to put a committee together to discuss these things and we have met twice. At this point, it is the recommendation of the committee to the Planning Board that they repeal Chapter 157. The Planning Board hasn't met yet to do that, and it would come back to the Town Board after they make that declaration. In anticipation, however, of the Planning Board approving this, I would suggest that the Town Board schedule a Public Hearing for the July meeting with regards to repealing Chapter 157. Chapter 157 was written back in 1963 and hasn't been looked at since. We have other parts of the Town Code that cover the same area that are more current. Chapter 157 brings everything for review before the Town Board and in today's world this would go to the Planning Board and Zoning Board.

On a motion made by Councilman Strickland and seconded by Councilman Wohlschlegel, Resolution No. 37-2025 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

#### **RESOLUTION NO. 37-2025**

#### **INTRODUCING LOCAL LAW AND CALLING A PUBLIC HEARING**

**WHEREAS**, the Town Board of the Town of South Bristol, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law entitled "A Local Law Repealing Chapter 157 (Trailers) of the Code of the Town of South Bristol"; and

**WHEREAS**, the Town Board of the Town of South Bristol has reviewed the draft of the aforementioned proposed Local Law attached hereto as Exhibit "1" and deems it in the best interests of the Town of South Bristol to proceed in accordance with the Code of the Town of South Bristol and the Laws of the State of New York in adopting said Local Law,

**WHEREAS**, this action by the Town Board is a "Type II" action under the regulations promulgated by authority contained in the State Environmental Quality Review Act (SEQRA), which appear in 6 NYCRR Part 617.5, thereby requiring no further action by the Town Board, in that Part 617.5 (c) states that actions that are not subject to review under SEQRA include, "(33)

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adoption of regulations, policies, procedures and local legislative decisions in connection with any action on this list” and subsection (26) on this list includes “routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”. This action involves continuing agency administration and management in that it will repeal an existing law regarding trailers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on Monday July 14, 2025, at 7:00 p.m. at the South Bristol Town Hall, 6500 Gannett Hill Road - West, South Bristol, New York; and be it further

**RESOLVED**, that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

**RESOLVED**, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of South Bristol sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of South Bristol for its consideration; and be it further

**RESOLVED**, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

I, Judy Voss, Town Clerk of the Town of South Bristol do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of South Bristol on June 9, 2025, by the following vote:

	<u>Aye</u>	<u>Nay</u>
Daniel Q. Marshall	<u>x</u>	_____
Scott Wohlschlegel	<u>x</u>	_____
Stephen Cowley	<u>x</u>	_____
James Strickland	<u>x</u>	_____
Meghan Fuller	<u>x</u>	_____

Dated: June 9, 2025 \_\_\_\_\_

Judy Voss, Town Clerk

SEAL

### **COMMITTEE TO REVIEW CHAPTER 170 MULTIPLE SECTIONS**

Supr. Marshall mentioned that the review of Chapter 170 is a work in progress, we have met twice as a committee. There has been some discussion and suggestions, and we will be meeting again to continue our work on that.

Councilwoman Fuller said that it has been a very good discussion and very thankful for David Bowen because he has put a lot of time into it.

### **VII. NEW BUSINESS:**

#### **PRESENTATION – BRISTOL LIBRARY**

Supr. Marshall introduced Lisa Moore with the Bristol Library.

Lisa Moore thanked the Board for letting her speak, I live at 5680 Seneca Point Road and am coming to you today as the President of the Board of Trustees for the Bristol Library. I am here today to thank you for contributing to the Bristol Library and to tell you a little bit about how the library works, what we offer and where your money goes.

First, the Bristol Library serves 4 major areas: Bristol, South Bristol, town of Canandaigua and Bloomfield. Through a quirk in boundary drawing, the library actually sits in

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Bloomfield, right next to the Bristol Town Hall and across from Levi Corso Park. We were established in 1900 by Lady Reading Circles that emerged in the late 1800's because there was limited opportunity for women to have education. The first library that became the Bristol Library happened in dining rooms of local ladies sharing books. The library outgrew the dining rooms; the library moved to the second floor of a general store. When they outgrew that location, they moved to a local schoolhouse on Oak Hill Road and we still have the bell that was atop that schoolhouse, now located on top of the library. When the outgrew that location they moved to a building that was a former blacksmith shop that was then the post office and shared space. From that, that post office building was rolled on logs down the street, in the 1990's, to its current location.

I am proud to announce that the Bristol Library has been chosen to be stop number 23 on the Finger Lakes Connection's Virtual Museum. The founders of our library would say, the library is where a town makes its mark.

I have distributed the 2024 Community Report, but from these humble roots, the Library today loans about 6,000 books. We are more than just books, we also, in 2024, held approximately 200 programs, programs like Bookends Writing Group, Thai-Chi, Chair Yoga, art classes, award-winning authors who read for us, community service programs and health care assistance, career guidance, suicide prevention for Veterans and we have a well-attended weekly Euchre game. Among many other programs, in addition we donate decommissioned library books to Thompson Hospital and the Ferris Hill community and to Operation Paperback which calls itself, Recycled Reading for Our Military.

We don't really have any way of telling how many South Bristol residents attend our programs but we do know that we circulate approximately 600 books a month. About 60% of those patrons are Bristol residents, about 10% are Bloomfield residents, about 10% from the town of Canandaigua and about 5% from South Bristol. The others who come are from the miscellany of locations in Canadice, Naples, Manchester, Victor, Farmington, City of Canandaigua, etc.

We are part of the OWWL system which represents Ontario, Wayne, Wyoming and Livingston Counties. And we offer books by mail and inter-library loans as well as Genealogical Research and internet access. We jointly offer programs with the OWWL system for literacy programs for young readers, a part of the summer reading program which usually kicks off with an ice cream social at the library. Our library program is for both adults and children.

We are open part-time, we have a Library Director and 3 part-time clerks. All this on an annual budget of about \$90,000.00 a year, so you can see we do a lot with a very little.

What you might not be aware of is that we are a free association library. What that means is Bristol Library is not supported by tax dollars, like school and municipal libraries are. We are completely dependent on the generosity of our towns that we serve and so representative of the library today, I wanted to thank South Bristol for giving to the Bristol Library.

Supr. Marshall said the Bristol Library contribution is \$2,500.00.

### **RESOLUTION 38-2025 ASSESSMENT REVALUATION 2026**

Supr. Marshall said the Town Assessor, Val Muscarella, is here tonight, and the discussion at hand is the fact that we will doing a Reval on our assessments that would come into effect in 2026. Because of that, we would be receiving assistance from NYS for handling some of the cost. The amount would be \$5.00 per parcel. In order to get the assistance from the State,

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we have to pass a resolution that we are seeking assistance from the State to handle the expense of the ReVal. What we also need to keep in mind is that this is going to require additional hours for the Assessor and there could be additional expense on her behalf.

On a motion made by Councilman Cowley and seconded by Councilwoman Fuller, Resolution No. 38-2025 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

### **RESOLUTION NO. 38-2025**

**WHEREAS**, New York State provides financial support to perform Cyclical Reassessments, and

**WHEREAS**, the South Bristol Town Assessor would like to perform such a Cyclical Reassessment for the 2026 Assessment Roll, and

**WHEREAS**, the New York State Office of Real Property Tax Services requires a Resolution of Support from the Town Board in order to provide financial support, now therefore be it

**RESOLVED**, that the Town Board approves and supports doing the Cyclical Reassessment, and

**RESOLVED**, that a copy of this Resolution be attached to our Plan for a Cyclical Reassessment that is to be provided to the New York State Office of Real Property Tax Service, and

**RESOLVED**, that a copy of this Resolution be provided to the Town Assessor and the Ontario County Real Property Tax Office.

Discussion. Supr. Marshall asked, does the fact that the percentage rate has dropped significantly giving cause as to why this really needs to be done?

Assessor Muscarella answered, we were on a cycle, every 4-years, we dropped 10 points from last year, we were at 80% and now at 70%. Technically, we've discussed this before, how the State allows a 5% variable in either direction of what they report. We are technically down to 66.77%. The tax rate is one of the reasons; redistribution of where the values belong. Not all areas in Town are going to change exactly the same amount. Not everybody is looking at a 33% increase. The whole purpose of a Re-Val is to bring everybody back up to market value and redistribute those taxes fairly across the board.

### **TRANSFER STATION – STAFF CHANGES**

Supr. Marshall said the sad news is that we lost Bob Germano, very sad. His son, Sam, as you all know, also works at the Transfer Station, will be moving up to his father's roll. We are adjusting his salary and have also hired Paula Plyter who will be working with Mike Vest.

### **SIMCO – PAYROLL PROJECT UPDATE**

Supr. Marshall asked Clerk Voss for an update with the change-over to iSolved payroll.

Clerk Voss said that there is a weekly meeting as well as other meetings in between for payroll. Next week will be the first side by side payroll. Simco is in the background building our payroll system with all the employee information. The employees will have an app on their phone to allow them to punch-in and out of work, they will be able to change their status, look at past paychecks, request time off, etc. June 23<sup>rd</sup> will be the first official day of iSolved payroll with the employees punching in and out.

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Councilwoman Fuller said that she thinks it is really important that everyone gets trained. I've been through this before and there is a learning curve with it. I think we need to make sure we are all on the same page in terms of its process. Simco is willing to do whatever we need to have done in terms of coming down here and educating people.

Councilman Wohlschlegel asked, this is going to be run with an app on the phone? What if they don't have a phone?

Supr. Marshall said there are alternative methods as well.

### **ZBA BOARD APPOINTMENT**

Supr. Marshall mentioned that there has been a vacancy on the Zoning Board of Appeals for Alternate #2. Richard Reidman has applied for the position and met with Chairwoman Barbara Howard and recommends we appoint Mr. Reidman.

On a motion made by Councilman Strickland and seconded by Councilman Cowley, the appointment of Richard Reidman to the ZBA as Alt. #2 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

### **VIII. REPORTS:** **ASSESSOR**

Supr. Marshall read the Assessor's Report. The Board of Assessment met on May 27, 2025 to hear grievances. No grievances were filed. The State certified final equalization rate at 70%.

On a motion made by Councilman Wohlschlegel and seconded by Councilwoman Fuller the Assessor's Report for May 2025 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller and Strickland.

### **CEO**

Councilman Cowley read the CEO Report: 29 Inspections, 6 Short-Term Rental properties inspected in May, 4 Certificates of Compliance, 368 miles on Town vehicle. 101 phone calls fielded by the CEO, and 31 by the Deputy CEO. Final Engineering Report received for parking garage at Bristol Harbor by Fisher Associates.

Councilwoman Fuller asked CEO Martin to add Zoning Complaints to the monthly report. It would be very beneficial to have a list of complaints that are coming in, a progress report, so we can understand and make sure things are being followed up on and what the next steps are.

On a motion made by Councilman Cowley and seconded by Councilman Strickland the CEO Report for May was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

### **TOWN CLERK/TAX COLLECTION**

Supr. Marshall read the Town Clerk's Report for May 2025: Total collected \$10,901.71 and the vast majority of that was for Short-Term Rentals permits of which we received \$6,900.00. 14 Building Permits, \$1,602.00 and Resident User Passes \$720.00.

On a motion made by Councilman Strickland and seconded by Councilman Cowley, the Town Clerk's Report for May 2025 were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

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Clerk Voss mentioned that there is an addition page on the Town website for “*Board Documents.*” All of the reports, financials, resolutions and local laws for that particular meeting will be available to the Board and the Public. This applies to the Town Board, Planning Board and ZBA.

### **IX. ACCOUNTING:** **SUPERVISOR’S REPORT**

Supr. Marshall read the Executive Summary: \$4,412,618.29 in the Bank. Total receipts for May, \$465,162.39 which includes 1<sup>st</sup> quarter sales tax from Ontario County \$397,000.00. We also received Mortgage tax, \$43,053.00 and interest earned \$10,616.00 this month.

Expenditures through May should average 41.65% and the General Fund Townwide is at 26.52% and the Highway Fund 32.45%.

On a motion made by Councilman Cowley and seconded by Councilman Strickland, the Supervisor’s Report for May 2025 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

### **APPROVAL OF VOUCHERS**

Supr. Marshall said the Highway purchased a rubber-tired Volvo Front-End Loader \$267,000.00 and is the vast majority of the money.

On a motion made by Councilwoman Fuller and seconded by Councilman Wohlschlegel, Abstract of Vouchers, totaling \$349,861.89 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

### **EXECUTIVE SESSION**

On a motion made by Councilman Strickland and seconded by Councilman Wohlschlegel, the Board moved into Executive Session to discussion correspondence between this Board and the Town Attorney. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Cowley, Fuller, Wohlschlegel and Strickland.

The Board went into Executive Session at 7:51pm.

The Board came out of Executive Session at 8:30pm with no action.

### **X. ADJOURN: 8:30pm**

Respectfully submitted:

Judy Voss  
South Bristol Town Clerk