

SOUTH BRISTOL TOWN BOARD MEETING

February 9, 2026

REGULAR MEETING

Supr. Lisa Moore called the Regular Meeting of the South Bristol Town Board was called to order February 9, 2026, at 6:21pm.

PRESENT

Lisa Moore, Supervisor
Meg Fuller, Councilwoman
Chris Abraham, Councilman
Jamie Hall, Councilman

ABSENT

Stephen Cowley, Councilman

RECORDING SECRETARY

Judy Voss, Town Clerk

OTHERS

Naples Boy Scout Troop 40: John & Ian Bolton, Amber Kenyon & Owen Atwell, TJ & Zeke Matthews, Rebecca & Julian Piegari.

Christopher Bennem, Dionne Abraham, Robert Cone, Karin Thack, Scott Trumbower, John Holtz, Dan Marshall, Tracey Howe, Amy Luersen, Al Carvill, Ginny Lalka, Deb Denome, Tom Hawks II, Beth Fitch, Jennifer Sinnebox

Online: David Bowen, Jon Heiderich, Ann Jacobs, Brooks Lyon, et al

REGULAR MEETING CALLED TO ORDER

Supr. Lisa Moore opened the Regular Meeting.

PRIVILEGE OF THE FLOOR

Supr. Lisa Moore: *Bristol Library Board Member Chloe Quimby sends apologies; she planned to present the library's 2025 report to the community but was called away on family matters to Pennsylvania. She'll present at the next meeting.*

APPROVAL OF THE MINUTES

Tabled

ACCOUNTING

SUPERVISOR'S FINANCIAL REPORT

Supr. Lisa Moore gave the Financial Report: *Our books are not yet closed, our Annual Report is due March 2nd and at that time there is a change over to a Modified Approval format, but I will be able to give an overview of 2025 budget at the next meeting.*

In the Financial Report is a Cash Balance Sheet for January and we have a healthy bank account, but we're slightly below budget on expenses for where we should be in the year. Our tally has \$3,718,755.37 in the bank, our total receipts this month \$545,328.43. The Town Clerk fees totaled \$3,912.06. The interest earned is \$8,736.99 on our interest bearing accounts. And we received the Ontario County Sales Tax \$531,854.38; that is a quarterly payment and will receive three more payments throughout the year.

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On average, disbursements should be about 8.33% of the Annual Budget. Our General Fund, year-to-date expenses are \$164,925.24 compared to a budget of \$2,076,744.00, or 7.94%, so we are slightly under budget. Same is true with Highway, which has expenses of \$146,444.68, compared to the Annual Budget of \$1,995,168.00 or 7.34%, slightly under the 8.33%.

We had to transfer \$35,593.56 for payroll, and this month we will be paying our Fire Departments which will total \$313,237.00.

As I am new, I have been going through, line by line, with the help of our Bookkeepers, LGSS, to better understand the budget. Where money is, where it should be, and in review of the finances we have three interest bearing accounts. One is cash, another is a reserve which is to pay the debt of the Highway Barn, and we discovered another account thanks to the good research of Councilwoman Meg Fuller, of \$211,000.00 in a reserve fund which can be spent on buildings. The reserve account was resolved in 2014 to put that into a reserve for \$165,000.00 and has been accruing interest ever since. The reserve was put in place specifically for buildings.

We have received the Town's portion of property tax of \$835,677.50. We have a lot of money in our saving account which we will be transferring a good portion to NY Class, which is an interest-bearing account.

Councilwoman Meg Fuller: From the ledger, there is a \$3,340.89 debit from the Cash Building Debt Reserve, do you know what that is? It looks like it is the interest for that building debt reserve. The only reason why it was a red flag for me is because it is in that special reserve fund. The only way we are supposed to be able to take money out of that is through a resolution from the Town Board. If there is interest that is earned, it needs to stay in that account. I would see why that happened.

Supervisor Lisa Moore agreed.

On a motion made by Councilman Chris Abraham and seconded by Councilwoman Jamie Hall, the Supervisor's Report was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

REPORTS OF TOWN OFFICIALS

Clerk Judy Voss read the Town Clerk's Report for January.

APPROVAL OF ABSTRACT OF VOUCHERS

On a motion made by Councilwoman Meg Fuller and seconded by Councilwoman Jamie Hall, the Abstract of Vouchers totaling \$580,111.97 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

CEO REPORT

Supr. Lisa Moore read the CEO Report.

On a motion made by Councilwoman Jamie Hall and seconded by Councilman Chris Abraham, the CEO Report was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

HIGHWAY / TRANSFER STATION SUPERINTENDENT

Supr. Lisa Moore read the Highway Report: Following is a very brief summary of events at the Highway Department in the last month:

- 40 response snow/ ice response days so far.

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- 600 tons of salt on order for two weeks now, hope to get some soon.
- New cab/ chassis for a new dump truck has arrived at Fleet Services in Batavia.
- Unfortunately it will take upwards of a year and a half to get the body and plow equipment installed.
- Prepping to start mulching brush and cutting brush/ trees back on select roads.
- Working on repairing and painting summer construction equipment.

Supr. Lisa Moore: *I would like to add that Jim and I had a long conversation about the building reserve, and he has some plans to upgrade the Transfer Station.*

Clerk Judy Voss asked about the Transfer Station employees and the severe cold the last 2 weekends. We did close early on Saturday and Sunday and Noon because of the frigid weather. Does the Town have any policy or guidelines regarding working conditions?

Discussion.

On a motion made by Councilwoman Meg Fuller and seconded by Councilwoman Jamie Hall, the Highway Report was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

COMMITTEE REPORTS OF STANDING COMMITTEES PLANNING

Supr. Lisa Moore said Planning Board Chair David Bowen will give his report.

Planning Board Chairman David Bowen: *This past month the Planning Board approved a small addition on a deck and gave another an extension because they cannot find a contractor to start their project.*

A brief overview of what the Planning Board does, essentially the Planning Board has 7 members with 2 alternates. Under the Town Code, our essential function is regulatory the other is advisory. For regulatory, we review site plans for new projects and we also applications for Special Use Permits. Advisory duties means we are an advisory panel to the Town Board, we don't have any legislative powers. The Planning Board doesn't cover the entire Town, we cover 4 zoning districts; Lake-Residential (LR), R-3 contiguous or abut Canandaigua Lake, and Light-Commercial (LC), and lastly, Planned Development. Beyond that, everything else in the Town is covered by the Code Enforcement Office. In the areas we do cover, we look at new projects that are new construction of homes, new construction of any kind of structure and any additions to existing structures. We do a lot of docks and boat stations, seawalls and break walls. The Lake tends to be our greatest focus and we try to be mindful in all of our decisions to see what impact the projects have on Canandaigua Lake. The water quality, drainage and run-off, erosion protection, scenic vistas, all of the things that are listed by our Comprehensive Plan. Currently we have all of the Planning Board members reviewing our Comprehensive Plan, first of all to review it, be mindful of it, as well as it may need any updating; the Plan was adopted in 2008, updated in 2018 and again in 2023.

COMMITTEE REPORTS OF AD HOC COMMITTEES COMMUNITY ENGAGEMENT PLAYGROUND

Councilwoman Jamie Hall: *We had our first meeting, and we set our priority goals for the group, and designed the format that they are going to utilize. The first intention is to start with speakers at Board meetings, to offer a panel discussion as well as a "Talk of the Town" where the community is invited to speak with the Town Supervisor or Board Member about*

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specific topics. At the moment, the 3 big categories for the topics seem to be digital accessibility, landfill management and lake protection. In the time between the last meeting and the next one, everyone is evaluating the viability of that, reaching out to speakers to see if we can have enough people who would be engaged in that, potential dates and availability to create a more concrete presentation and present to the Town Board for approval. Standing committee members were nominated, Chris Bennem is the Chair, Deb Denome, John Holtz, Tom Hawks, Beth Thomas, Lenore Friend and Aimee Laursen, will be the 7 permanent voting members. The capstone will be the 250th Anniversary, 9 specific community events which are education based. We will connect with other community groups to make sure we facilitate that. The committee also discussed the possibility of suggestion boxes to be located at the Town Hall, Transfer Station. Councilwoman Meg Fuller was in attendance at the committee meeting and suggested adding a digital suggestion box to the Town website.

PARKS, RECREATION, AND BEAUTIFICATION

Councilman Chris Abraham: *The first meeting met with interested members of the community met to discuss the formation of a new committee on South Bristol Parks, Recreation and Beautification. Attendees adopted a Charter to identify public properties in the Town of South Bristol with regard for:*

- *Safety and Aesthetic*
 - *Historic Merit/Significance*
 - *Vulnerability to High-intensity storm sensitive areas that may effect watershed*
- Attendees discussed costs associated with rectifying any concerns found with the above*

by:

- *Identifying Town/County/State funding*
 - *Identifying potential grants*
 - *Identifying Volunteer Groups*
- Attendees recognized importance of identifying groups to declare formal partnerships*

with and/or declare public cooperation (not final list):

- *NYSDEC dec.ny.gov (Region 8)*
- *Finger Lakes Land Trust flt.org*
- *The Nature Conservancy nature.org*
- *Ontario County Park at Gannett Hill ontariocountyny.gov*
- *Genesee Regional Off-Road Cyclists mygroc.com*
- *Naples Trail Collective naplestrailco.org*
- *Canandaigua Lake Watershed Council canandaigualake.org*
- *Canandaigua Lake Watershed Association canandaigualakeassoc.org*

Appointed Committee Chair, Co-Chair and 5 voting members with 3 Alternate non-voting members: Jeff Leibentritt CHAIR

Beth Fitch CO-CHAIR

Wade Sarkis (Voting Member)

Don DeClerck (Voting Member)

Berna Ticonchuk (Voting Member)

Jeff DeNee (Voting Member)

John Holtz (Voting Member)

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Dee Abraham (Alt. Member)

Beth Thomas (Alt. Member)

Greg Roth (Alt. Member)

Johnathan Heiderich (Alt. Member)

** Room for Alternate Members is available to interested individuals*

Chris Abraham will serve as (Town Board Liaison/Observer)

councilperson2@southbristolny.org

Next Meeting Dates: South Bristol Town Hall, Sunday Feb. 22nd at Noon and Sunday March 22nd at Noon.

Councilman Chris Abraham will pursue Town equipment to record meetings and provide remote access.

Chair Jeff Leibentritt will create Google Sheet/Doc and share with above email addresses in order to collaborate on the objectives outlined in the adopted charter.

Berna Ticonchuk and Beth Fitch will connect with Highway Superintendent Jim Wight to ask for his expertise and knowledge of the public lands he and his crew currently manage.

Meeting was adjourned at 2pm

PLAYGROUND REPORT:

FLX RECREATION representative Erica Stoutenburg provided an updated schedule for installation. The mulch for the playground is slated for delivery the week of 5/4. They will be on site prior to that in order to identify a staging area for the mulch & mark out the playground equipment. Please ensure all site prep needed to be done by the town is finished by 5/1/26. The main structure will be installed the week of 5/11. They are planning for installation of the additional equipment, mulch & site furnishings to be completed within those 2 weeks as well.

I was contacted by the family of former South Bristol citizen Anne Marie Rotter. Anne Marie had been an instrumental figure in South Bristol working on the Planning Board, Historical Society and several other organizations before her untimely death last January. Her family members have been considering a memorial bench to honor Anne Marie. I would like to propose a dedication of 1 of the 2 benches slated to be installed with this playground package. A minimal cost for the dedication plaque will be covered by Anne Marie's friends and family.

On a motion made by Councilman Chris Abraham and seconded by Councilwoman Jamie Hall, the motion to dedicate a memorial bench for Ann Marie Rotter.

Councilwoman Meg Fuller: We should set expectations in terms of maintenance of the bench and find a way to make sure we can continue to fulfill that over time.

Councilman Chris Abraham: I was also reminded that this Playground is a Memorial Playground. Dedicated to a young woman our community lost too early. Michele Sansocie. Attempts are being made by community members that knew her to connect with her family regarding the continuation of the memorial. I plan to provide updates on this as they are made available.

Councilwoman Meg Fuller: I suggest a motion to secure these dedications for the life of this particular playground project to be reviewed if the playground is upgraded in the future or any changes, for the life duration of this project.

Supr. Lisa Moore asked for the motion to be amended.

On a motion made by Councilwoman Meg Fuller to amend the motion to these dedications associated with this project, in the future, should the playground be revisited, at that time the Town Board can review as part of the next project, seconded by Councilwoman Jamie

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Hall was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

John Holtz asked: *Concerning memorials, I wonder if the Town should have some kind of guideline. With the Boy Scout project Veteran's Garden some people came to us and they wanted to donate on behalf of someone, and the decision was made to have just universally all veterans, no specific veteran. What are the guidelines for having a memorial?*

FINANCIAL COMMITTEE

Supr. Lisa Moore: *The purpose and structure of the Ad Hoc Committees emphasizing their advisory role and the need for a chairperson to be elected by its members. Members shared their backgrounds highlighting expertise in Municipal Accounting, Hotels and Schools, banking, engineering, and finance operations. Bruce Capron and David Gates were elected as Co-Chairs of the committee that also consists of Al Carvill, Alyssa Benjamin-Trejo and Dan Crowley. We outlined key tasks which include selecting an auditor, reviewing investments and depositories for best yields and developing a more transparent budget, as well as making recommendations for long-term financial planning. The committee discussed the current budget and the need for quarterly budget reviews and adjustments to ensure actual revenues and expenditures. The meeting focused on financial reporting and account management, and discussed various financial matters including audits, investments and bond details. The discussion included the legal requirements established by the NYS Comptroller's Office, the difference between surpluses, fund balances and reserve funds. The committee recommended considering the importance of completing major purchases by September to allow accurate fund analysis and budget planning for the following year. For the next meeting, the committee members asked for distribution of the Town's Comprehensive Plan, information on ARPA funds, information on the impact of audits on credit ratings, research and share grant opportunities.*

NEW BUSINESS IT UPDATE

Councilwoman Meg Fuller: *I provided the Board members with a document with some updates. Diane Graham got a new computer this month, which was much needed. There was some back and forth as to whether or not it would be a Thin-Client and wasn't able to do that that computer was being installed today. We are working on a solution for LGSS and our employees to be in the bookkeeping software at the same time, the solution we found is using existing infrastructure. I applied for the southbristolny.gov domain and waiting for a response and will follow up. Supr. Moore and I met with Dan Marcellus of Skyport IT to review our IT priorities and requested that Skyport provide quarterly IT project plans for the Town to review and for approval. The document that Skyport gave us is somewhat complicated and it contradicts what they did later. We did get an outline of the projects; for the first quarter, it is reconnecting the Highway to get the VPN to the Town Hall. This is a project that needs to happen so we can get the Thin-Clients installed as computers. Also, the firewall needs to be replaced and cannot be replaced with the current set up. Skyport will do a Thin-Client feasibility study for cost savings and that will allow the employees to connect to a network, and save the Town a lot of money. And then, for infrastructure projects, there are old switches that need to be replaced and re-organized, and the key?? rules need to be brought up to spec. There needs to be new back-ups for the network and camera system. Skyport will work with me on a breach prevention platform and we need to develop a South Bristol Information Security Policy. We*

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have the County's requirement and Skyport said to be very careful as to what you implement in this policy, because whatever you implement in this policy we have to abide by directly. We will work very carefully with Skyport to make sure the Policy we do implement is one that is feasible and can be enforced, and operation supported. Part of that is this Breach Prevention Platform, and the concern with that is someone has to manage the Breach Prevention Platform and would like to meet with Skyport to see what that would look like. Someone has to make sure people complete their training, obviously additional work for someone. I will keep working on drafting that Information Security Policy which I will share when it is complete. I included the plan for all the quarters and also have received the quotes for the projects they want to do for Quarter One, which total \$4,901.95.

On a motion made by Councilwoman Meg Fuller, to move forward with the Quarter-One project and IT project quotes up to \$5,000.00, seconded by Councilman Chris Abraham was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

2026 FEE SCHEDULE

Supr. Lisa Moore said the 2026 Fee Schedule has been updated.

On a motion made by Councilwoman Meg Fuller to approve the updated Fee Schedule, seconded by Councilwoman Jamie Hall was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

APPOINTMENTS: RESOLUTIONS 27-2026, 28-2026 & 29-2026

Supr. Lisa Moore explained the Resolutions.

On a motion made by Councilwoman Meg Fuller and seconded by Councilwoman Jamie Hall, Resolutions 27 through 29-2026 were ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Fuller, Abraham and Hall.

RESOLUTION 27-2026

APPOINTING JOHN MCCABE, SOUTH BRISTOL BOARD OF ASSESSMENT REVIEW (BAR), FIVE-YEAR TERM

WHEREAS, the Town of South Board of Assessment Review requires the appointment of a member to fill a five-year term; and

WHEREAS, John McCabe possesses the necessary qualifications and knowledge of property values, as required by NYS Real Property Tax Law § 523; and

WHEREAS, John McCabe is not the assessor nor a member of the assessor's staff.

NOW, THEREFORE, BE IT RESOLVED, that the Town of South Bristol Board

HEREBY APPOINTS John McCabe to the Board of Assessment Review for a term of five (5) years, commencing on October 1, 2025, and expiring on September 30, 2030, at an hourly wage of \$20.00, and

BE IT FURTHER RESOLVED, that the appointee is required to attend the training provided by the Ontario County/New York State Director of Real Property Tax Services (as required by RPTL § 523(2)); and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to notify the appointee of this appointment and notify the County Director of Real Property Tax Services of the appointment.

RESOLUTION 28-2026

APPOINTING KATY MATTHEWS, SOUTH BRISTOL COURT CLERK

WHEREAS, the Town of South Bristol maintains a Justice Court pursuant to the laws of the State of New York; and

WHEREAS, the position of Court Clerk is necessary for the proper and efficient administration of the Town of South Bristol Justice Court; and

WHEREAS, it is the duty of the Town of South Bristol Board to appoint qualified individuals to serve in such positions; and

WHEREAS, the Town Justice has recommended the **appointment of Katy Matthews to the position of Court Clerk;**

NOW, THEREFORE, BE IT RESOLVED, that the Town of South Bristol, Ontario County, State of New York, does hereby appoint Katy Matthews as Court Clerk of the Town of South Bristol Justice Court, effective February 10, 2026; at an hourly wage of \$20.00, and

BE IT FURTHER RESOLVED, that said appointee shall serve at the pleasure of the Board and shall perform all duties prescribed by law, under the supervision of the Justices of the Town of South Bristol Court; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to file a certified copy of this resolution with the Office of Court Administration as required by law.

RESOLUTION 29-2026

APPOINTING TRACEY HOWE AS INTERIM ACTING ASSESSOR

WHEREAS, pursuant to the New York State Real Property Law § 310, the Town of South Bristol

HEREBY APPOINTS Tracey Howe as Interim Acting Assessor at an hourly rate of \$21.00 as of December 15, 2025, and

WHEREAS the Supervisor is currently receiving resumes and interviewing for a permanent Assessor, and

WHEREAS the Interim Acting Assessor will administer the duties of the Assessor pursuant to the New York State Real Property Law § 310 until a permanent Assessor is appointed.

NOW BE IT RESOLVED, that the Town Clerk is hereby directed to notify the County Director of Real Property Tax Services of the appointment.

Announcements:

Name a South Bristol Snow Plow Contest. Submissions can be no longer than 20 letters, cannot include trademarked names or inappropriate language such as profanity, and must be submitted by February 28. The winners will be selected by the Highway Department and announced at the March meeting.

DEC declares South Bristol, Middlesex, Italy, and parts of Naples and Bristol, under quarantine for Oak Wilt. DEC has worked with landowners and Hi Tor to cut down infected

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trees and treat stumps. Residents should contact DEC if they suspect oak wilt on a tree. Quarantined areas can only prune or cut down oak trees between August and March.

Councilwoman Jamie Hall explained that Oak Wilt is a fungus based disease, travels through the root systems as well as beetles that infest the tree. There is a hand-out available to help identify as well as a link to contact the DEC to report Oak Wilt. This impacts Red Oak trees more quickly, and more noticeable.

Healthcare Update: Consolidated Appropriations Act: Our own Dan Marshall helped get this bill passed in his role as Chair of Health and Human Services at the Board of Supervisors. The bill prevents disruptions for patients and providers by extending Medicare telehealth services. The bill also delays expiration of safety-net funding for hospitals, and continues funding for Community Health Centers, rural hospitals, and ambulance services—and strengthening Medicare Advantage protections, and increased access to home-based care.

Tax Exemptions must be filed by March 1. Contact Tracey Howe for more information.

South Bristol at the Winter Olympics: three Olympic athletes at the 2026 games trained at Bristol Mountain. (names / events tbd from Meg Fuller)

South Bristol is 188 Years Young March 8, 2026 (just in time for our next meeting)

Next Meeting: Monday, March 9, 2026, 6:00 P.M.

ADJOURN: 7:28pm

Respectfully submitted:

Judy Voss
South Bristol Town Clerk