

# **REGULAR ARCADIA TOWN BOARD MEETING**

**February 11, 2025 – 7:00 PM**

**Town Hall**

**201 Frey St.**

**Newark, NY 14513**

Supervisor Piscioti welcomed those in attendance followed by the gathering in the pledge of allegiance.

**PRESENT:** Supervisor Piscioti  
Councilmembers: Greco, Gerbig, VanLaeken  
Highway Supt. Kuhlman  
CEO DeWolf

**ABSENT:** Councilman Diamond

**MINUTES:** Motion made by Councilman Greco, seconded by Councilman Gerbig to approve the minutes of January 14, 2025 Regular Town Board Meeting.  
All voted Aye.

**CODE ENFORCEMENT REPORT:** CEO DeWolf read his January report.

## **Town of Arcadia Code Enforcement Monthly Report For: January 2025**

Total Permits Issued for the Month	1
Total Cost of Permits	\$49.00
Inspections Done for the Month	16
Total C of C's Issued for the Month	0
Total C of O's Issued for the Month	0
Total Variances Processed for the Month	0
Total Complaints Received	0
Total 911 Calls	0

Received

Total of Violation Letters

Sent 2

Total of Violations

Resolved 0

Total of Appearance

Tickets Issued 2

CEO DeWolf stated the Wayne County Humane Society is starting their new shelter project. CEO DeWolf informed the board he waived the permit fee. The Town Board agreed with that.

CEO DeWolf also informed the board that FEMA is updating the floodplains in Wayne County.

**HIGHWAY REPORT:** Highway Superintendent Kuhlman read his report:

FEBRUARY TOWN BOARD MEETING 2/11/2025

The guys have had another busy month of plowing and sanding runs for January. I turned in 42 plow trips to Wayne County for reimbursement. In between plow runs we have been maintaining equipment and making repairs when needed. We did have to haul some sand in to finish out the winter, we are hoping it ends soon!!

Thank you;

Thomas Kuhlman/Highway Superintendent

Highway Superintendent Kuhlman has found a used roller that he would like to purchase. It is an 8-ton 2012 roller. This is a good size for what they would be using it for. The cost is \$24,995.00 plus \$1,200.00 delivery fee from Virginia. They only do 70-80 hours on a roller so he can't justify buying a brand new one. There is money in his budget to cover this.

Moved by Councilman Gerbig, seconded by Councilman Greco to approve the purchase of a used 2012 8-ton Roller for the cost of \$24,995.00 plus \$1,200.00 delivery fee.

Roll Call:

Councilman VanLaeken	Aye
Councilman Greco	Aye
Councilman Gerbig	Aye
Councilman Diamond	Absent

**COMMUNICATIONS:** Supervisor Piscioti has no communications at this time.

**UNFINISHED BUSINESS:**

**Audit of Justice Books:** Moved by Councilman Greco, seconded by Councilman VanLaeken to approve the 2024 Audit of the Town Justice Books. Sign off sheet attached.  
All voted Aye.

**Audit of Town Clerk Books:** Moved by Councilman VanLaeken, seconded by Councilman Greco to approve the 2024 Audit of the Town Clerk Books. Sign off sheet attached.  
All voted Aye.

**Audit of Book Keeper:** Moved by Councilman VanLaeken, seconded by Councilman Greco to approve the 2024 Audit of the Arcadia Town Book Keeper. Sign off sheet attached.  
All voted Aye.

**NEW BUSINESS:**

**NYSAC 100 Legislative Conference February 23-26, 2025 – Supervisor Piscioti:** Moved by Councilman Gerbig, seconded by Councilman Greco to approve Supervisor Piscioti to attend the New York State Association of Counties from February 23-26, 2025 in Albany, NY. Cost of \$250.00 for conference plus lodging at \$149.00 a night, food, gas, mileage, and tolls.

Roll Call:

Councilman VanLaeken	Aye
Councilman Greco	Aye
Councilman Gerbig	Aye
Councilman Diamond	Absent
Supervisor Piscioti	Aye

**Proposed Migrant Housing 5395 Skinner Rd.:** CEO DeWolf informed the Board that Mike Williams has submitted a Special Use Permit Application for Migrant Housing at 5395 Skinner Rd.

Moved by Councilman VanLaeken, seconded by Councilman Gerbig to refer the proposed Migrant Housing at 5395 Skinner Rd. to the Arcadia Planning Board and to the Wayne County Planning Board.

All voted Aye.

Moved by Councilman VanLaeken, seconded by Councilman Greco to schedule a Public Hearing for Proposed Migrant Housing at 5395 Skinner Rd. for March 11, 2025 at 7:20 PM at the Town of Arcadia Town Hall.

All voted Aye.

**PUBLIC HEARING:**

**7:11 PM Arcadia PV, LLC (RIC Energy) SUP 3527 and 3569 NY St. Rt. 88:**

Moved by Councilman Greco, seconded by Councilman Gerbig to close the Regular Town Board meeting and open to a Public Hearing for an application for a SUP filed by RIC Energy to develop a Tier 3 Solar Energy System.

All voted Aye.

Moved by Councilman Greco, seconded by Councilman VanLaeken to waive the reading of the legal notice as published.

All voted Aye.

Supervisor Piscioti said the Wayne County Planning Board approved with no additional comments.

Jeremy Kauffman Project Manager for RIC Development asked if he could give an overview of the project. He gave location, project description, technology used, panel materials used, explained no visual impacts, and the benefits of the project.

Supervisor Piscioti asked if there were any public comments. No comments were made from the public.

Matthew Sousa, Planning Associate MRB recommended to leaving the Public Hearing open because MRB received revised application materials from Arcadia PV, LLC Solar and they need more time to review and provide technical comments.

**7:30 PM** Moved by Councilman Gerbig, seconded by Councilman Greco to leave the Public Hearing open until the March 11, 2025 Town Board Meeting and open back up to the Regular Town Board Meeting.

Roll Call:

Councilman VanLaeken     Aye

Councilman Greco	Aye
Councilman Gerbig	Aye
Councilman Diamond	Absent
Supervisor Piscioti	Aye

**RETURNED TO NEW BUSINESS:**

**SW Quadrant Benefit Area No. 3 Lateral Restrictions Resolution:** Moved by Councilman VanLaeken, seconded by Councilman Greco resolution for authorization to adopt lateral restrictions within Southwest Water Improvement Area Benefit Area No. 3.

Roll Call:

Councilman VanLaeken	Aye
Councilman Greco	Aye
Councilman Gerbig	Aye
Councilman Diamond	Absent
Supervisor Piscioti	Aye

**PUBLIC COMMENTS:** Supervisor Piscioti asked if there were any Public Comments. No Public Comments were made.

**REPORTS OF TOWN OFFICIALS:**

**All Town Reports**

Moved by Councilperson Greco, seconded by Councilperson Gerbig to accept the following reports: Town Clerk, Code Officer, Assessor, Supervisor and Highway reports.

Roll Call:

Councilman VanLaeken	Aye
Councilman Greco	Aye
Councilman Gerbig	Aye
Councilman Diamond	Absent
Supervisor Piscioti	Aye

**AUDIT/PAYMENT OF BILLS APPROVED BY THE TOWN BOARD:**

General	#27-63	\$246,375.77
Highway	#10-31	\$285,345.60

Moved by Councilman Greco, seconded by Councilman Gerbig to authorize payment of the General and Highway bills.

Roll Call:

Councilman VanLaeken	Aye
Councilman Greco	Aye
Councilman Gerbig	Aye
Councilman Diamond	Absent
Supervisor Piscioti	Aye

**ADJOURNMENT:**

**7:33 PM** Moved by Councilman Greco, seconded by Councilman VanLaeken to adjourn the Town Board meeting.

All Voted Aye

Respectfully Submitted,  
Terresa Vastbinder  
Town Clerk

## Town of Arcadia Code Enforcement Monthly Report For: January 2025

Total Permits Issued for the Month		1
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Total C of C's Issued for the Month		0
Total C of O's Issued for the Month		0
Total Variances Processed for the Month		0
Total Complaints Received		0
Total 911 Calls Received		0
Total of Violation Letters Sent		2
Total of Violations Resolved		0
Total of Appearance Tickets Issued		2

FEBRUARY TOWN BOARD MEETING

2/11/2025

The guys have had another busy month of plowing and sanding runs , for January I turned in 42 plow trips to Wayne County for reimbursement .In between plow runs we have maintaining equipment and making repairs when needed , we did have to haul some sand in to finish out the winter, we are hoping it ends soon !!

THANK YOU ;

Thomas Kuhlman / Highway Superintendent



Annual Audit for the Arcadia Town Book Keeper Year 2024

I, Joseph W. Gerbig, Councilperson for the Town of Arcadia have reviewed the completed audit checklist as provided by the Town Clerk. A review of said checklist has been completed with corresponding discussion of all items on the checklist to my satisfaction that proper record keeping and reconciliations are being performed.

A secondary review of all financial reconciliations is performed monthly. This includes all incoming funds compared to receipts and other income as well as review of all expenditures as compared to any payables. This secondary review is performed by personnel that do not have regular interaction with the day-to-day financial operations.

Signed Joseph W. Gerbig  
Date 2/10/25

See Attached JWL

Findings have been reviewed with the Arcadia Town Board.

Signed [Signature] ~~Supervisor~~ **Councilman**  
Dated 2/11/25

Signed [Signature] Councilperson  
Dated 2/11/25

Signed \_\_\_\_\_ Councilperson  
Dated \_\_\_\_\_

Signed [Signature] ~~Councilperson~~ **Supervisor**  
Dated \_\_\_\_\_

**Auditors Monthly Checklist for**  
**Town of Arcadia**

**For the Month of:** \_\_\_\_\_

**Town Clerk**

I have reviewed the **Bank Statements for the Town Clerk & DEC Bank Accounts** have been Reconciliation and found them to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

I have reviewed the **Town Clerk's Report/Deposit/Posting** and found them to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

**Town Justice**

I have reviewed the **Justice Deposit** and found them to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

I have reviewed the **Justice Posting** for Fines & Forfeited Bail Money and found it to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

**Bookkeeper**

I have reviewed the **Bookkeepers Posting/Bank Accounts** have been Reconciliation found to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

I have reviewed the **Bookkeepers Deposits** and found them to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

**Highway Safety Account**

I have reviewed the **Highway Safety Bank Account/Receipts** have been Reconciliation found to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

I have reviewed the **Highway Safety Deposits** and found them to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

**Tax Receiver Account**

I have reviewed the **Tax Receiver Bank Account/Receipts** have been Reconciliation found to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

I have reviewed the **Tax Receiver Deposits** and found them to be:

- ☐ In order and balanced.  
☐ Out of order and that \_\_\_\_\_ needs to be reviewed further

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Annual Audit for the Arcadia Town Justice Courts Year 2024

I, Joseph W. Gerbig, Councilperson for the Town of Arcadia have reviewed the completed audit checklist as provided by the Town Justice. A review of said checklist has been completed with corresponding discussion of all items on the checklist to my satisfaction that proper record keeping and reconciliations are being performed.

A secondary review of all financial reconciliations is performed monthly. This includes all incoming funds compared to receipts and other income as well as review of all expenditures as compared to any payables. This secondary review is performed by personnel that do not have regular interaction with the day-to-day financial operations.

Signed Joseph W. Gerbig  
Date 2/10/25

See Attached Just

Findings have been reviewed with the Arcadia Town Board.

Signed [Signature] **Councilman**  
**Supervisor**

Dated 2/11/25

Signed [Signature] **Councilperson**

Dated 2/11/25

Signed \_\_\_\_\_ **Councilperson**

Dated \_\_\_\_\_

Signed [Signature] **Supervisor**  
**Councilperson**

Dated \_\_\_\_\_

**IX. GENERAL RECORDKEEPING REQUIREMENTS - TOWN JUSTICE COURTS**

As a general rule, you should first gain an understanding of how the court operates, what the general rules and requirements are for financial accountability and reporting, and what types of financial records should be maintained to meet these responsibilities. Many board members, particularly newly elected members, may not have a clue to these concerns. The first step is to ASK? Ask the applicable individuals involved, other more experienced board members, your town attorney, or call us. The Office of the State Comptroller issues many publications, which provide guidance on a variety of topics that will provide you with needed information. The Comptroller's Justice Court Fund issues a publication entitled *Handbook for Town and Village Justices and Court Clerks*, which provides guidance as well as requirements for Justice Court transactions.

Court personnel are required to maintain various records and documents pertaining to the cases handled in their respective courts. They are also required to perform certain finance related duties to account for and report all transactions. Some of the recordkeeping requirements issued by the Office of Court Administration are as follows:

1. Maintain individual case files containing all papers and other documents pertaining to each case.
2. Maintain an index of all cases.
3. Maintain a cashbook, which chronologically identifies all receipts and disbursements.
4. Maintain official bank accounts.
5. Issue acceptable receipt forms for all moneys collected.
6. Deposit all moneys received to official bank accounts within 72 hours of collection.
7. Make all disbursements by check signed by the Justice except for acceptable petty cash transactions.
8. Submit monthly reports and remittances to the Justice Court Fund within 10 days after end of month collected.

You should expect to find the following minimum records being maintained by court personnel required to receive and disburse moneys (either manually prepared or computerized):

1. Cash receipts records and supporting documents.
2. Cash disbursement records and supporting documents.
3. Bank statements and supporting documents
4. Determinations of accountability.
5. Reports to applicable governmental agencies.

# THE ANNUAL AUDIT PROCESS FOR TOWNS

## X. CHECKLIST FOR INITIAL REVIEW OF JUSTICE COURT RECORDS

### Cash Receipts Book

YES NO

- ▶ Are pre-numbered receipt forms issued for all collections? *yes*
- ▶ Are duplicate copies kept for court records? *yes*
- ▶ Are receipts recorded up-to-date? *yes*

Last Recorded Receipt: #	Date	Amount
<i>Judge Williams 9519</i>	<i>12-3-24</i>	<i>\$80</i>
<i>Judge Colacino 4314</i>	<i>11-21-24</i>	<i>\$200</i>

- ▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection? *yes*
- ▶ Are deposits identified? *yes*
- ▶ Are duplicate deposit slips kept for court records? *yes*
- ▶ Do deposit amounts agree with cash receipt amounts? *yes*
- ▶ Are deposits made within 72 hours of collection? *yes*
- ▶ Are deposits recorded up-to-date? *yes*

Last Recorded Deposit:	Date	Amount
<i>Williams</i>	<i>11-21-24</i>	<i>\$425</i>
<i>Colacino</i>	<i>11-27-24</i>	<i>\$200</i>

- ▶ Is the receipt book totaled and summarized at the end of each month *yes*

Last Month Totaled and Summarized: *Williams - \$1315*  
*Colacino - \$1150*

### Cash Disbursements Book

YES NO

- ▶ Are pre-numbered checks used for all disbursements other than petty cash? *yes*
- ▶ Are all checks signed by the Justice? *yes*
- ▶ Are canceled checks returned with bank statements and kept for court records? *yes*
- ▶ Are checks recorded up-to-date? *yes*

Last Recorded Check:	#	Date	Amount
<i>Williams</i>	<i>123</i>	<i>12-2-24</i>	<i>1315</i>
<i>Colacino</i>	<i>1035</i>	<i>12-2-24</i>	<i>1150</i>

# FISCAL MANAGEMENT AND OVERSIGHT FOR TOWNS

## THE ANNUAL AUDIT PROCESS FOR TOWNS

### Bank Reconciliations

YES NO

- Are bank accounts reconciled promptly after bank statements are received? *yes*

Last Bank Reconciliation for Each Bank Account:

	Date Performed	Month Ending
<i>William</i>	<i>11-7-24</i>	<i>1475</i>
<i>Colacino</i>	<i>11-7-24</i>	<i>466</i>

YES NO

### Additional Supporting Records

- Is a list of bail maintained? *yes*
- Is a record of uncollected installment payments maintained? *yes*

### Dockets and Case Files

YES NO

- Are separate dockets maintained for various classification of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? *yes*
- Are case files maintained for all cases? *yes*
- Are indexes maintained for all cases? *yes*
- Do dockets for disposed cases appear to be complete? *yes*
- Do dockets for disposed cases agree with amounts reported? *yes*

### Accountability

YES NO

- Is accountability determined at the end of each month?
- Do accountability amounts agree with bank reconciliations and supporting information? *N/A*

Last Determination of Accountability: *William* Date Performed \_\_\_\_\_ Month Ending \_\_\_\_\_

### Reports to Division of Criminal Justice Services

YES NO

- Are reports made timely to the Division of Criminal Justice Services? *yes*
- Has the court received any notices regarding late reporting? *no*
- If yes, why were reports late and what corrective actions were taken.

# THE ANNUAL AUDIT PROCESS FOR TOWNS

## Reports to Justice Court Fund

YES NO

- ▶ Are monthly reports made timely to the Justice Court Fund? yes
- ▶ Do reported amounts agree with cash receipt and disbursement books? yes
- ▶ Do reported amounts agree with docket dispositions and case files? yes

Last Report Submitted - Month Ending

Date

Amount

NOV

12-2-24

1375 - Williams

- ▶ Has the court received any notices regarding late reporting? NO  
If yes, why were reports late and what corrective actions were taken?

1150 Colacino

## Reporting to Department of Motor Vehicles - TSLE&D Program

YES NO

- ▶ Is information reported timely to TSLE&D? yes
- ▶ Has the court received any notices regarding late reporting? NO  
If yes, why were reports late and what corrective actions were taken?

- ▶ Are reports from TSLE&D to the court maintained and utilized? yes

Last TSLE&D Report Available: Date \_\_\_\_\_

- ▶ How many cases are shown as pending in the last TSLE&D report? \_\_\_\_\_

- ⇒ Is the number of pending cases reasonable?
- ⇒ How many cases are shown as pending for more than 90 days? \_\_\_\_\_
- ⇒ What actions have been taken to dispose of these cases?

Suspension of License

# owed reduce to Judgment

## Overall Evaluation



Annual Audit for the Arcadia Town Clerk Year 2024

I, Joseph W. Gerbig, Councilperson for the Town of Arcadia have reviewed the completed audit checklist as provided by the Town Clerk. A review of said checklist has been completed with corresponding discussion of all items on the checklist to my satisfaction that proper record keeping and reconciliations are being performed.

A secondary review of all financial reconciliations is performed monthly. This includes all incoming funds compared to receipts and other income as well as review of all expenditures as compared to any payables. This secondary review is performed by personnel that do not have regular interaction with the day-to-day financial operations.

Signed Joseph W. Gerbig See attached page  
Date 2/10/25

Findings have been reviewed with the Arcadia Town Board.

Signed [Signature] **Councilman**  
**Supervisor**

Dated 2/11/25

Signed [Signature] Councilperson

Dated 2/11/25

Signed \_\_\_\_\_ Councilperson

Dated \_\_\_\_\_

Signed [Signature] **Supervisor**  
**Councilperson**

Dated \_\_\_\_\_

V. GENERAL RECORDKEEPING REQUIREMENTS - ~~TOWN CLERKS~~

Adequate accounting records and effective procedures need to be in place to properly account for and report town clerk financial activities. Some basic and essential recordkeeping and reporting requirements include the following:

1. Maintain a cashbook, which chronologically identifies all receipts and disbursements.
2. Make all disbursements by check except for authorized petty cash payments.
3. Maintain official bank accounts.
4. Deposit all moneys received to official bank account no later than the third business day after \$250 has been collected.
5. Perform a monthly reconciliation of cash with amount in the bank and related liabilities.
6. Prepare monthly reports and remit collections to the supervisor and agencies on a timely basis.
  - To the Town Supervisor for fees collected belonging to the town - No later than the fifteenth day of each month (Town Law §27(1)) .
  - A report of hunting, fishing and trapping license sales - Filed by the second Tuesday of each month to the NYS Department of Environmental Conservation (Environmental Conservation Law, §11-0717).
  - Marriage Licenses, Domestic Relations Law, §15(3) - On or before the fifteenth day of each month to the NYS Department of Health.
  - Dog Licenses, Agriculture and Markets Law, §111(1) - On or before the fifth day of each month to the NYS Department of Agriculture and Markets-Dog Licensing Unit and County Treasurer.

The town clerk may also serve as collector of taxes. As collector, the town clerk would be responsible for collecting both town real property taxes and county real property taxes that are levied within the town. Taxes collected are remitted to the town supervisor (for town's share of taxes levied) and to the county treasurer (for county's share). Because of some unique or additional legal requirements pertaining to tax collectors, a separate audit checklist has been developed for this position.

# FISCAL MANAGEMENT AND OVERSIGHT FOR TOWNS

## THE ANNUAL AUDIT PROCESS FOR TOWNS

### VI. CHECKLIST FOR INITIAL REVIEW OF TOWN CLERK'S RECORDS

#### Cash Receipts Book

YES NO

- ▶ Is the cash receipts book maintained up-to-date? yes
- ▶ Is the cash receipts book maintained in a manner to identify date received, payer, purpose and the amount (either individually or totals referenced to subsidiary receipt records e.g., water rents)? yes
- ▶ Are deposits identified? yes
- ▶ Do deposit amounts agree with cash receipt amounts? yes
- ▶ Are deposits made timely ( no later than the third business day after \$250 has been collected)? yes

- ▶ Are deposits recorded up-to-date?

Last Recorded Deposit:

Date

12/10/2024

(u)

Amount

588.00

- ▶ Is the receipt book totaled and summarized at the end of each month?

yes

#### Cash Disbursements Book

YES NO

- ▶ Is a cash disbursements book maintained up to date? yes
- ▶ Is the cash disbursements book maintained in a manner to identify amounts disbursed? yes
- ▶ Are pre-numbered checks used for all disbursements other than petty cash? yes
- ▶ Are all checks signed by the Town Clerk? & Deputy Clerk in her absence. yes
- ▶ Are canceled checks returned with bank statements and maintained on file? *Copies are returned with statements* yes
- ▶ Are checks recorded up-to-date?

Last Recorded Check:

#

2777

Date

12/2/2024

Amount

2,971.70

yes

#### Cash Reconciliations

YES NO

- ▶ Are bank accounts reconciled? *Monthly by Bookkeeper & 2nd person*

yes

# FISCAL MANAGEMENT AND OVERSIGHT FOR TOWNS

## THE ANNUAL AUDIT PROCESS FOR TOWNS

- Is the reconciliation performed timely after the bank statement is received? Yes

*Last Bank Reconciliation for Each Bank Account:*

<i>Date Performed</i>	<i>Month Ending</i>
<u>12/3/2024</u>	<u>Nov. 30, 2024</u>

- Does the reconciled bank balance agree with cash balance recorded in the accounting records?

### Accountability

YES NO

- Is accountability (what the town clerk owes) determined at the end of each month? Yes
- Does the accountability amount agree with bank reconciliation and supporting records? Yes

### Reporting

YES NO

- Are monthly reports and payments made timely to the Supervisor? Yes
- Are monthly reports and payments made timely to other agencies? Yes
- Do reported amounts on monthly reports agree with cash receipt and disbursement books? Yes

### Other Concerns

YES NO

- Are unused checks properly safeguarded? Yes
- Are undeposited cash receipts safeguarded? Yes
- Are unissued licenses (e.g., conservation, dog) safeguarded? Yes
- Are receivable control accounts maintained, if applicable (e.g., water rents)? N/A
- Is there indication that the receivable control accounts are reconciled to the detail subsidiary records? N/A
- Are revenues from town clerk fees comparable with those of previous years? Yes

### Overall Evaluation

**TOWN OF ARCADIA**

12/03/2024

10:30:52

**TOWN CLERK'S 2024 ANNUAL REPORT****RECEIPTS**

49	MARRIAGE TRANSCRIPT	490.00
4	MISCELLANEOUS REVENUE	60.00
20	COPIES & GENEALOGY	217.25
56	MARRIAGE LICENSES AND OFFICIANTS	2,195.00
	DECALS	6,550.00
7	DOG REDEMPTION	175.00
2066	VITAL STATISTICS	20,610.00
4	GAMES OF CHANCE LICENSES	100.00
50	BINGO PROCEEDS	682.94
15	ZONING/PLANNING VARIANCE	1,500.00
6	MISC BUILDING PERMITS	245.00
4	TRAILER PARK ANNUAL FEE	800.00
3	MINING PERMITS	850.00
4	ALL POOL /HOT TUB PERMIT	120.00
8	DECK PERMITS	309.00
8	NEW RESIDENTIAL HOMES	1,193.00
18	BARN/GARAGE/CARPORT/ADDT	6,804.50
13	SHED PERMITS	557.00
1	MOBILE HOME PERMITS	75.00
18	ROOF ALTERATIONS/REROOF	570.00
7	RESIDENTIAL ADDITIONS	676.00
3	STOVE,CHIMNEY,FIREPLACES	90.00
2	SIGNS	60.00
3	PERK TESTING & SEPTIC	90.00
1	PORCH/GAZEBO PERMITS	37.00
3	GENERATOR PERMITS	90.00
4	ALTERATIONS/RENOVATIONS	482.00
1	DEMOLITION	50.00
2	SOLAR PERMITS	200.00
1	SUBDIVISION	50.00
1	ROADSIDE STAND	30.00
860	DOG LICENSES	7,001.00

**TOTAL RECEIPTS:****\$52,959.69****DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	29,151.69
PAID TO SUPERVISOR FOR DECALS COMMISSION	362.00
PAID TO SUPERVISOR FOR PART TOWN FUND	14,878.50
PAID TO NYS DEC FOR DECALS	6,188.00
PAID TO NYS ANIMAL POPULATION CONTROL FUND	1,127.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	1,192.50
PAID TO STATE COMPTROLLER FOR GAMES OF CHANCE LICENSES	60.00

**TOTAL DISBURSEMENTS:****\$52,959.69**

**TOWN OF ARCADIA**

12/03/2024

10:35:33

**TOWN CLERK'S 2023 ANNUAL REPORT****RECEIPTS**

37	MARRIAGE TRANSCRIPT	370.00
4	MISCELLANEOUS REVENUE	129.00
2	COPIES & GENEALOGY	23.00
69	MARRIAGE LICENSES AND OFFICIANTS	2,730.00
	DECALS	8,060.00
8	DOG REDEMPTION	200.00
2358	VITAL STATISTICS	23,570.00
7	GAMES OF CHANCE LICENSES	175.00
1	BINGO LICENSES	956.25
51	BINGO PROCEEDS	814.21
8	ZONING/PLANNING VARIANCE	800.00
64	MISC BUILDING PERMITS	3,947.80
1	TRAILER PARK ANNUAL FEE	350.00
2	MINING PERMITS	500.00
9	ALL POOL /HOT TUB PERMIT	281.00
9	DECK PERMITS	465.04
1	NEW RESIDENTIAL HOMES	254.00
11	BARN/GARAGE/CARPORT/ADDT	1,166.36
7	SHED PERMITS	194.40
4	MOBILE HOME PERMITS	800.00
21	ROOF ALTERATIONS/REROOF	630.00
4	RESIDENTIAL ADDITIONS	215.00
4	STOVE,CHIMNEY,FIREPLACES	120.00
3	PORCH/GAZEBO PERMITS	103.60
2	GENERATOR PERMITS	60.00
1	CELL TOWERS/DISHES	100.00
1	ALTERATIONS/RENOVATIONS	106.00
2	SOLAR PERMITS	200.00
2	SUBDIVISION	100.00
880	DOG LICENSES	7,943.00

**TOTAL RECEIPTS:****\$55,363.66****DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	33,565.21
PAID TO SUPERVISOR FOR DECALS COMMISSION	428.45
PAID TO SUPERVISOR FOR PART TOWN FUND	10,393.20
PAID TO NYS DEC FOR DECALS	7,631.55
PAID TO NYS ANIMAL POPULATION CONTROL FUND	1,159.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	1,507.50
PAID TO STATE COMPTROLLER FOR GAMES OF CHANCE LICENSES	105.00
PAID TO STATE COMPTROLLER FOR BINGO LICENSES	573.75

**TOTAL DISBURSEMENTS:****\$55,363.66**

## TOWN OF ARCADIA

12/03/2024

10:32:10

## TOWN CLERK'S 2022 ANNUAL REPORT

**RECEIPTS**

44	MARRIAGE TRANSCRIPT	440.00
7	COPIES & GENEALOGY	70.00
69	MARRIAGE LICENSES AND OFFICIANTS	2,760.00
	DECALS	8,059.00
20	DOG REDEMPTION	475.00
2386	VITAL STATISTICS	23,850.00
3	GAMES OF CHANCE LICENSES	75.00
1	BINGO LICENSES	975.00
45	BINGO PROCEEDS	633.20
7	ZONING/PLANNING VARIANCE	700.00
2	ZONING, SUBDIVISION BOOK	60.00
2	MISC BUILDING PERMITS	189.60
4	TRAILER PARK ANNUAL FEE	800.00
3	MINING PERMITS	850.00
10	ALL POOL /HOT TUB PERMIT	270.00
12	DECK PERMITS	640.70
4	NEW RESIDENTIAL HOMES	625.00
13	BARN/GARAGE/CARPORT/ADDT	1,168.56
5	SHED PERMITS	256.00
28	ROOF ALTERATIONS/REROOF	840.00
1	RESIDENTIAL ADDITIONS	87.00
4	STOVE,CHIMNEY,FIREPLACES	120.00
5	PERK TESTING & SEPTIC	150.00
6	PORCH/GAZEBO PERMITS	190.00
3	GENERATOR PERMITS	90.00
1	CELL TOWERS/DISHES	100.00
5	ALTERATIONS/RENOVATIONS	327.00
1	SOLAR PERMITS	100.00
1	SUBDIVISION	50.00
1	ROADSIDE STAND	30.00
763	DOG LICENSES	5,790.00

**TOTAL RECEIPTS:****\$50,771.06****DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	31,913.70
PAID TO SUPERVISOR FOR DECALS COMMISSION	427.77
PAID TO SUPERVISOR FOR PART TOWN FUND	7,643.86
PAID TO NYS DEC FOR DECALS	7,631.23
PAID TO NYS ANIMAL POPULATION CONTROL FUND	972.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	1,552.50
PAID TO STATE COMPTROLLER FOR GAMES OF CHANCE LICENSES	45.00
PAID TO STATE COMPTROLLER FOR BINGO LICENSES	585.00

**TOTAL DISBURSEMENTS:****\$50,771.06**

## TOWN OF ARCADIA

12/03/2024

10:32:38

## TOWN CLERK'S 2018 ANNUAL REPORT

**RECEIPTS**

24	MARRIAGE TRANSCRIPT	240.00
3	MISCELLANEOUS REVENUE	46.00
5	WAYNE COUNTY MAP	15.00
17	COPIES & GENEALOGY	173.00
84	MARRIAGE LICENSES AND OFFICIANTS	3,360.00
	DECALS	9,675.00
14	DOG REDEMPTION	350.00
1995	VITAL STATISTICS	20,105.00
7	GAMES OF CHANCE LICENSES	225.00
1	BINGO LICENSES	956.25
50	BINGO PROCEEDS	598.21
14	ZONING/PLANNING VARIANCE	1,180.00
2	MISC BUILDING PERMITS	313.00
3	TRAILER PARK ANNUAL FEE	600.00
3	MINING PERMITS	800.00
6	ALL POOL /HOT TUB PERMIT	180.00
12	DECK PERMITS	585.00
2	NEW RESIDENTIAL HOMES	258.00
25	BARN/GARAGE/CARPORT/ADDT	2,534.52
10	SHED PERMITS	486.00
2	MOBILE HOME PERMITS	206.00
1	RENEWAL OF BLDG PERMITS	40.00
44	ROOF ALTERATIONS/REROOF	1,320.00
7	RESIDENTIAL ADDITIONS	537.00
1	STOVE, CHIMNEY, FIREPLACES	30.00
2	HOME OCCUPATION PERMIT	200.00
1	SIGNS	30.00
4	PERK TESTING & SEPTIC	120.00
6	PORCH/GAZEBO PERMITS	282.00
6	GENERATOR PERMITS	150.00
1	CELL TOWERS/DISHES	100.00
7	ALTERATIONS/RENOVATIONS	679.00
1	DEMOLITION	50.00
2	SOLAR PERMITS	200.00
1	SUBDIVISION	50.00
1033	DOG LICENSES	7,809.00

**TOTAL RECEIPTS:****\$54,482.98****DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	29,985.71
PAID TO SUPERVISOR FOR DECALS COMMISSION	513.30
PAID TO SUPERVISOR FOR PART TOWN FUND	10,930.52
PAID TO NYS DEC FOR DECALS	9,161.70
PAID TO NYS ANIMAL POPULATION CONTROL FUND	1,293.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	1,890.00





## Planning Board

**Referring Board \***

Governing Board

**Next Scheduled Meeting of Referring Body \***

2/11/2025

**Name of Development / Project \***

Arcadia PV, LLC

**Type of Review Requested****Select****Planning Board  
Recommendation****Comments**

Special Permit

Approve with Comments

No comments were added.

**Short Description of the Project Application \***

Please describe the project in terms of the type of action(s) being reviewed.  
development of 4.171 MW solar pv array system

## WAYNE COUNTY PLANNING BOARD

January 22, 2025

### MINUTES - DRAFT

A meeting of the Wayne County Planning Board was held in-person at 9 Pearl Street, Second Floor Conference Room in Lyons, NY. Determining that a quorum of members was present, Chairperson Patricia Marini called the meeting to order at 7:00 P.M. and proceeded with a call to join in the Pledge of Allegiance.

**Members Present:** Patricia Marini, *Chairperson – Walworth*, Joseph Firendino, *Vice-Chair – Galen*, Chad Mendenhall, *Secretary – Butler*, Rob Burns – *Lyons*, Mike Cramer – *Marion*, Kenneth Conklin – *Ontario*, Dennis Grabb – *Sodus*, Bob Hutteman – *Arcadia*, Robert Milliman – *Wolcott*, Bert Peters – *Williamson*

**Members Absent:** Steve Guthrie – *Rose*, Matt Krolak – *Palmyra*, Larry Lockwood – *Huron*

There are currently two vacancies for the Towns of Macedon and Savannah on the 15-member board.

**County Staff Present:** Luke Kornbau – *Assistant Planner*, Eli Levine – *Planner*, Katherina Wisniewski – *Assistant Secretary*.

**Members of the Public Present:** Jeremy Kauffman – *RIC Energy*, Charlie Hill – *Property Owner (RIC Energy)*, Phil Leone – *Leone RV Park*,

### MINUTES

Chairperson Marini asked if there were any changes or comments to the previous meeting minutes from December 11, 2024. No questions or comments were made. Mr. Conklin made a motion to approve the minutes, Mr. Burns seconded the motion. Mr. Grabb, Mr. Hutteman and Mr. Mendenhall abstained. Minutes were approved.

### ADMIN UPDATES / COMMUNICATIONS

There were no administrative updates / communications at this meeting.

### MEETING GUIDELINES

Mr. Kornbau read the meeting guidelines.

### ZONING & SUBDIVISION REFERRALS

Chairperson Marini called for the Board to begin review of the list of referral applications.

**1. Project: Town of Arcadia, *Arcadia PV LLC-RIC Energy***

Address: 3527 Route 88

Type of Action(s): Special Permit

Ms. Marini introduced the special permit applicant. Mr. Kauffman from RIC Energy introduced the project as a 4.171-megawatt community solar project for the Town of Arcadia, with a total area of disturbance of 27.43-acres; Mr. Kauffman followed by stating the project will not disturb active agricultural land, no additional screening will be needed, and will not be visible from the road. Mr. Peters asked if the project will be contiguous across two parcels. Mr. Kauffman answered that the project will be contiguous, but is separated out to adhere to setback requirements. Mr. Mendenhall asked if the property owner would be at risk of losing his property from eminent domain for the project. Mr. Hill, the property owner, stated that his property is secure based on the contract agreement with RIC energy. Mr. Kauffman followed by stating that eminent domain is not typically enacted for community solar projects. Mr. Peters asked if the project has reporting from New York Agriculture and Markets. Mr. Kornbau answered that Agriculture and Markets provided reporting of the property to the Planning Department. No other questions were presented.

**Motion:** Mr. Peters made a motion to approve the special permit. Mr. Burns seconded the motion.

**Zoning Map and Zoning Law Update - Ayes – 9 | Nays – 0 | Mr. Hutteman abstained.** The board approved the special permit.

## **2. Project: Town of Ontario, *Lake Road Solar-RIC Energy***

Address: 1348 Lake Road

Type of Action(s): Area Variance and Special Permit

Ms. Marini introduced the area variance and special permit applicant. With no project representative present, Mr. Kornbau introduced the project as a 5-megawatt AC solar facility, who applied for a final site plan approval in the December 2024 County Planning Board meeting. Mr. Kornbau and Mr. Conklin discussed that due to changes in the Town's local laws, the minimum required setback for a 5-megawatt, or greater, solar project is now 500-feet. For solar projects less than 5-megawatt the new minimum required setback is 250-feet. Because the approvals for this project began before this local law change, the applicant is still seeking a 25-foot setback for the project. Mr. Hutteman asked if the 250-foot setback is pushing into the surrounding wetlands. Mr. Kornbau stated that a 25-foot setback allows approximately a 75-foot buffer prior to encroaching onto the wetlands. No other questions were presented.

**Motion:** Mr. Burns made a motion to approve the area variance. Mr. Peters seconded the motion.

**Ayes – 9 | Nays – 0 |** Mr. Conklin abstained. The board approved the area variance.

**Motion:** Mr. Burns made a motion to approve the special permit. Mr. Grabb seconded the motion.

**Ayes – 9 | Nays – 0 |** Mr. Conklin abstained. The board approved the special permit.

### 3. Project: Village of Sodus Point, *Leone RV*

Address: 8017 Margaretta Road

Type of Action(s): Special Permit

Ms. Marini introduced the special permit applicant. Mr. Leone from Leone RV introduced the proposed project as a 16-site RV park, with the design concept being driven by existing structures and will be located near an existing mobile home park. Mr. Leone followed that the project intends to attract an age 55+ customer base seasonally, he intends to add a gravel sidewalk along Margaretta Road, and another individual in the community intends on opening a cycle shop. Mr. Conklin asked what the lot sizes will be. Mr. Leone answered as per New York State requirements, the lot sizes will be 1250-square feet, approximately 35-feet by 36-feet. Mr. Leone followed up with the project is still in the pre-engineering concept phase, and a final design will be in progress after this initial approval. Mr. Firendino asked if the park will have water, sewer and electric connections. Mr. Leone answered the project will be full service for customers. Mr. Conklin asked how parking will be addressed. Mr. Leone answered that trailers will have a 10-foot by 30-foot pad, and a 10-foot by 20-foot parking spot to align with village code. Mr. Burns asked if campers will be set-up year-round. Mr. Leone answered that ideally, the campground would be empty during the winter, but annual customers could disconnect, winterize and leave their campers at his other business, Leone's Marina. Mr. Peters asked what is the property's current use. Mr. Leone answered that there is no current use, initially the property was wooded and contained building debris that he had cleaned up. No other questions were presented.

**Motion:** Mr. Peters made a motion to approve the special permit. Mr. Cramer seconded the motion.

**Ayes – 9 | Nays – 0 |** Mr. Grabb abstained. The board approved the special permit.

#### **4. Project: Town of Palmyra, *Adoption of a Comprehensive Plan***

Address: N/A

Type of Action(s): Adoption of a Comprehensive Plan

Ms. Marini introduced the comprehensive plan update. With no Town representative present, Mr. Kornbau introduced the plan update, highlighting the Town's commitment to compromise with the village and the town's needs, focus on housing, preservation of historic sites, and welcoming new development opportunities, industries and businesses. No questions were presented.

**Motion:** Mr. Conklin made a motion to approve the comprehensive plan. Mr. Firendino seconded the motion.

**Ayes – 10 | Nays – 0 |** The board approved the comprehensive plan.

#### **5. Project: Town of Walworth, *Gerber Homes***

Address: Mykola Road

Type of Action(s): Final Site Plan

Ms. Marini introduced the final site plan applicant. With no project representative present, Mr. Kornbau introduced the project as an 8-lot, 7-home subdivision. He followed by stating that the project had been reviewed previously by the County Planning Board but have made changes to their site plan. Mr. Kornbau stated that the area of disturbance had increased by approximately 20,000-square feet, but is not encroaching on surrounding wetlands. Mr. Peters asked to see an overview of the parcel. Mr. Kornbau showed the board the aerial view of the property. No other questions were presented.

**Motion:** Mr. Burns made a motion to approve the special permit. Mr. Milliman seconded the motion.

**Ayes – 9 | Nays – 0 |** Ms. Marini abstained. The board approved the final site plan.

### **OTHER BUSINESS**

Mr. Kornbau addressed the board regarding attendance; the board does not have a formal attendance policy at this time, but attendance tracking is measured. The board agreed that a formal policy should be addressed and this topic will be discussed further in February's meeting.

With no other business presented, Chairperson Marini asked for a motion to adjourn. Mr. Conklin made a motion. Mr. Cramer seconded the motion. All members were in favor. The meeting adjourned at 7:32 P.M.

The next County Planning Board Meeting is on February 26, 2025 at 7:00 P.M.

Respectfully Submitted,

A handwritten signature in black ink that reads "Katherina Wisniewski". The signature is written in a cursive style with a large initial "K" and a stylized "W".

Katherina Wisniewski, *Assistant Secretary*