

# **TOWN OF SPRINGWATER TOWN BOARD & ORGANIZATIONAL MEETING JANUARY 13, 2025- APPROVED**

**Meeting called to order** by Supervisor Babbitt at 6:00 P.M.

## **Pledge of Allegiance**

**Roll Call of Board** - Present: Councilmember Thomas Canute, Jr., Councilmember Kyle Mason, Councilmember Tracey Proctor, Councilmember Larry Gnau, Supervisor Deborah Babbitt Henry.

**Present at Meeting** – Town Clerk Joyce Nisbet, Highway Superintendent Matt Nisbet, Attorney Jim Campbell and one member of the public.

## **Acceptance of Minutes**

Motion made by Councilmember Gnau to accept the minutes for December 9, 2024, Regular Board meeting seconded by Councilmember Mason; motion carried with all Ayes.

Motion made by Councilmember Gnau; to accept the minutes for December 30, 2024, Closing Board meeting, seconded by Councilmember Canute; motion carried with all Ayes

**Organizational Policies and Procedures for 2025. Resolved that the following Policies and Procedures be adopted for the Springwater Town government for the calendar year 2025:**

## **Resolution # 1 - 2025**

Supervisor Babbitt-Henry appoints **LAWRENCE GNAU** as Deputy Supervisor. Deputy Supervisor shall be paid \$2,200.00.

Resolution moved by Supervisor Deborah Babbitt Henry  
Seconded by Councilmember Thomas Canute, Jr.

## **Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Councilmember Lawrence Gnau, Abstain  
Supervisor Deborah Babbitt-Henry, Aye

## **Resolution # 2 - 2025**

Town Board meetings will be held on the SECOND (2nd) Monday of each month at the Town Hall beginning at 6:30 pm and ending by 9 pm. Should this date fall on a legal holiday, the meeting may be held the following evening. Planning Board Meetings through 2025, will be held at 6:30 pm on the first Monday of the month. Should this date fall on a legal holiday, the meeting may be held the following evening. Court Meetings – will be held on the 2nd Thursday with court starting at 9:00AM except for legal holidays; court retains the option of adding the 4th Thursday of the month starting at 9:00AM if needed. Board of Appeals meetings will be held as needed. The Town Hall shall be open to the public on the following days; Wednesday, between the hours of 9:30 am until 3 pm. Town clerk's office shall make sure that the Town Hall is appropriately staffed during those hours.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 3 - 2025**

Legal Holidays for non-union employees for the year shall be: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. The Town Hall and all town buildings shall be closed on those days.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution #4 – 2025**

The Legal newspaper will be the Livingston County News for notices of legal ads. Area Penny Saver(s) may be utilized for informational purposes.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 5 - 2025**

Five Star Bank of Wayland will be designated as legal depository for Town of Springwater funds. Funds shall be deposited into checking accounts as needed, money market deposits and certificates of deposit for interest bearing accounts.

The Town Supervisor Deborah Babbitt-Henry and the Deputy-Supervisor Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds, including but not limited to opening any deposit or checking account(s) in the name of the municipality; endorsing checks and orders for payment of money and withdraw funds on deposit; enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in the financial institute; entering into any arrangement with the financial institute such as remote deposit capture, cash management, bill payment, automated clearing house, or other services or products offered by the financial institute. These actions as listed above may be accomplished with a single signature.

The Town Supervisor Deborah Babbitt-Henry and the Deputy-Supervisor Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds, including but not limited to borrow money on behalf and in the name of this Municipality, sign execute and deliver promissory notes or other evidence of indebtedness and execute and deliver loan documents to pledge collateral for such indebtedness; endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds,

real estate or other property now owned or hereafter owned or acquired by this Municipality as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all notes, bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. These actions as listed shall require both signatures.

The Town retains the right to select additional financial institutes as may be necessary.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 6 - 2025**

Salaries of all elected officials be approved for payment as entered in the 2025 budget.

POSITION	ANNUAL SALARY UNLESS OTHERWISE NOTED	FREQUENCY
Supervisor	\$12,000	Monthly
Town Council Deputy-Supervisor (Gnau)	\$3,157 \$2,200 <5,357>	Monthly
Town Council (Canute)	\$3,157	Monthly
Town Council (Mason)	\$3,157	Monthly
Town Council (Proctor)	\$3,157	Monthly
Town Justice (1)	\$10,750	Bi-Weekly
Town Clerk	\$28,500	Bi-Weekly
Highway Superintendent	\$67,053	Bi-Weekly

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 7- 2025**

The Town-appointed Assessor shall be **HOLLEY SMALT**. The assessor's term of office shall end on 12/31/2025

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Councilmember Thomas Canute, Jr

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 8 - 2025**

The Town appointment for Chairman of the Town Planning Board for 2025 shall be decided upon by a vote of the planning board members. This position shall be an annual appointment for a term of one (1) year.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 9 - 2025**

The Town Supervisor appoints **Jade Perkins** as the Confidential Secretary to the Supervisor/Bookkeeper. Her duties shall entail those as assigned by the Town Supervisor.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 10 - 2025**

The Town appoints **BALDWIN BUSINESS SERVICES (BBS)** as Book-Keeper for the Town of Springwater with a base fee of \$12,000 per year.

The Town retains the right to select additional accounting representatives as may be necessary.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 11 - 2025**

The Town appoints the following Attorney(s) Firm(s) as legal counsel for the following projects:

General Council: Kruk & Campbell, James Campbell, Esq.

Labor Negotiations: Osborn Reed & Burke, LLP

The Town retains the right to select additional legal representatives as may be necessary.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 12 - 2025**

The Town appoints **Joyce Nisbet**, as the Registrar of Vital Statistics with an annual salary of \$500.00.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Councilmember Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 13 - 2025**

The Town appoints **Christi Johnson**, as the Deputy Registrar of Vital Statistics with an annual salary of \$0.00.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 14 - 2025**

Reimbursement per mile for necessary Town travel, as approved by the town board, not utilizing a Town vehicle, shall be at the Federal Rate of **\$0.70** per mile.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Councilmember Tracey Proctor

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 15- 2025**

Justice Christi Johnson appoints **Sheila Duffy** as court clerk as of 1.13.2025.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Deputy-Supervisor Lawrence Gnau, Aye

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 16 - 2025**

The Town Board authorizes the Town Superintendent of Highways to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$15,000.00 following town procurement procedures.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 17 - 2025**

**APPROVAL OF STANDARD WORK HOURS FOR ALL HIGHWAY OFFICERS AND EMPLOYEES:** Resolved that the Town Board approve the eight (8) hours per day as the standard number of work hours for all full-time highway officers and other full time employees of the Town of Springwater for retirement purposes.

Resolution moved by Supervisor Deborah Babbitt-Henry

Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye

Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 18- 2025**

The Town resolves that the standard workday for the following elected/appointed officials for retirement reporting purposes shall be:

Town Councilperson/Board member 6 hours

Town Justice 6 hours

Town Assessor 6 hours

Town Supervisor 6 hours

Town Clerk 8 hours

Code Enforcement officer 8 hours

Highway Superintendent 8 hours

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 19 - 2025**

**AUTHORIZATION FOR SNOW AND ICE REMOVAL FOR FIRE AND EMERGENCY DEPARTMENTS:**

**WHEREAS** Article VII - Town Highway Superintendents, Section 140-b and 142-b (3) Town Highway Law and Article I, Section 4-1 Association of Towns, Town Highway Superintendents, does allow the Town Highway Department to utilize Town Highway Department Equipment to remove and control ice and snow to assist the Town Fire Department with ice and snow control on Fire Department Property.

**WHEREAS** the above-named references allow the Town Highway Department to assist the Town Fire Department and Medical Personnel during times of emergency.

**WHEREAS** the articles outlined above state the town board of any town may permit the use of town highway machinery and equipment within the town by any fire district upon agreement of the town board and the governing body of any such district.

**WHEREAS** the expenditures of taxpayers' funds to contract these services would cause unnecessary expense to the taxpayers.

**THEREFORE**, the Town Board hereby resolves to authorize the Highway Department to use Highway Department Equipment and Personnel to remove and control ice and snow on Town Fire Department property and to assist the Town Fire Department during times of emergency.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 20 - 2025**

The following positions shall have petty cash funds in an amount of:

- ♦ Town Clerk: \$75.00
- ♦ Court Clerk: \$75.00

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye

Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 21 - 2025**

Highway Superintendent, Matthew Nisbet, appoints **JUSTIN SHUTT** as Deputy Highway Superintendent at the contract rate.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau, Aye

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 22 - 2025**

The Town Clerk, appoints **Christi Johnson** as 1st deputy town clerk, Sheila Duffy as 2<sup>nd</sup> deputy town clerk. All positions at the budgeted rate.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 23- 2025**

The Town of Springwater Resolves that every organization applying for a Bingo and/or Games of Chance License from the Town of Springwater shall submit each year with the Application an Affidavit of Good Moral Character, signed by every Member-in-Charge and Assistants-to-Members-in-Charge, asserting that they have never been convicted of a crime; And further, Resolves that this Affidavit shall constitute a background check for Bingo and/or Games of Chance licensing purposes.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution #24 - 2025**

**Seasonal Roadways in Springwater:** The Town of Springwater contains THIRTEEN (13) SEASONAL USE ONLY roadways or sections of roadways within the town limits.



Those roadways are: **COATES ROAD (portion), FEATHER STREET (portion), GILES ROAD (portion), GROUSE ROAD (portion), MAY ROAD (portion), PEGLOW ROAD (portion), QUANZ ROAD (portion), SCHRIBNER ROAD (portion), ASHLEY ROAD, LIDDIARD ROAD, RICHARDS ROAD, ROBINSON ROAD, WARNER ROAD.**

The Town of Springwater does not plow or maintain these roadways during the winter season: November 1 through April 1. Travel and usage of these roads during the winter season is prohibited and any usage of these roads will be at the driver's own risk.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution #25 – 2025**

Adopting the **TOWN OF SPRINGWATER DISASTER PREPAREDNESS PLAN – 2025** as updated.  
**[Attachment #1]**

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 26 - 2025**

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring town utility bills; Frontier Telephone, AT&T, NYSEG, and Spectrum to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These utility invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These utility charges are necessary for the functioning of Town offices and departments.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 27 - 2025**

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring medical and dental payments; Excellus of Rochester, to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These Medical/Dental invoices will still be vouchered

and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These medical charges are necessary and monthly recurring for the town employees.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 28- 2025**

**Town of Springwater Cell Phone / Smart Phone Policy - 2025**  
**[Attachment #2]**

The Town Board enacts the attached Town of Springwater Policy & Procedure for Cell Phone usage for all town employees.

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau, Aye

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

**Resolution # 29 – 2025**

**ADOPTING BENEFITS FOR FULL TIME EMPLOYEES NOT COVERED BY A  
COLLECTIVE BARGAINING AGREEMENT**  
**[Attachment #3]**

Resolution moved by Supervisor Deborah Babbitt-Henry  
Seconded by Deputy-Supervisor Lawrence Gnau

**Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

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**Abstract of Claims # 1 of 2025 \$ 43,764.06**

Approving the Abstract of Claims #1 of 2025 for Audit date 1/13/2025

General Fund	\$ 14,925.58	Vouchers	1- 22
Highway Fund	\$ 17,887.96	Vouchers	1- 8
Sewer Fund	\$ 6,911.84	Vouchers	1- 10
Water Fund	\$ 4,038.68	Vouchers	1 - 7

**Motion** made by Deputy-Supervisor Lawrence Gnau, to approve abstract of claims #1 of 2025 for an overall total of \$ 43,764.06, seconded by Councilmember Proctor; Roll Call: Councilmember Canute Jr., aye; Councilmember Thomas Canute, Jr., Aye; motion carried.

**Supervisor's Report:**

1. The Town Supervisor Appoints the following board members to act as department liaisons for the year 2025:  
**Highway, Buildings/Grounds, Planning Board:** Councilmembers Gnau & Canute  
**Water/Sewer/LCWSA:** Councilmembers Gnau & Canute  
**Fire Department, Cemeteries:** Councilmember Mason  
**Recreation, Public Services, Town Clerk:** Councilmember Proctor
2. Authorization for the Town Clerk's office to publish the appropriate quarterly legal ads for Fair Housing in January, April, July and October.

**Motion** made by Supervisor Babbitt Henry to authorize the Town Clerk's office to publish the appropriate quarterly legal ads for Fair Housing in January, April, July and October, seconded by Councilmember Mason; Roll Call: Councilmember Canute Jr., aye; Councilmember Mason, aye; Councilmember Proctor, aye; Deputy-Supervisor Lawrence Gnau, aye; Supervisor Babbitt Henry, aye; motion carried.

3. The Town Supervisor Babbitt Henry Appoints the following board members to perform the annual Justice Court Audit for the year 2024: **Supervisor Babbitt Henry**, Deputy-Supervisor Gnau.

A signed copy of the audit report is to be submitted to: Justice Court Clerk, Town Supervisor's office

4. Seniorama Nominations for seniors for the year 2025 to be turned into the County no later than February 2, 2025. Supervisor Babbitt Henry suggests nominating Anita and Karl Bloom.

**Motion** made by Councilmember Canute, Jr., to nominate Anita and Karl Bloom as a Seniorama nominee, seconded by Councilmember Mason; Roll Call: Councilmember Canute Jr., aye; Councilmember Mason, aye; Councilmember Proctor, aye; Deputy-Supervisor Lawrence Gnau, aye; Supervisor Babbitt Henry, aye; motion carried.

5. Teen Recognition Nominations, for the year 2025, are to be turned into the County no later than February 2, 2025. Teens must be 15 years of age by February 2, 2025. Three teens were mentioned by Board Members for this recognition.
6. **Monthly Reports** - The following monthly reports were distributed to the board: Assessor Report December 2024, Sewer & water Report December 2024, Justice Report December 2024, Town Clerk Report December 2024, Supervisor Report December 2024.
7. A new law went into effect, December 30, 2024; New York State Law requires New York Contractors and sub-contractors to register with the New York Department of Labor (NYDOL).
8. It is now mandatory that all Town Websites end in ". Gov"; the Town has received the approval letter to use the domain name.

### **Old Business**

1. Motion to Reappoint Jade Perkins as the SAM Administrator for the year 2025.

**Motion** made by Supervisor Babbitt Henry to reappoint Jade Perkins as the SAM Administrator for the year of 2025, seconded by Councilmember Mason; Roll Call: Councilmember Canute Jr., aye; Councilmember Mason, aye; Councilmember Proctor, aye; Deputy-Supervisor Lawrence Gnau, aye; Supervisor Babbitt Henry, aye; motion carried.

2. Attorney Jim Campbell updated the Board Members on the Livingston County Water and Sewer Authority Leases (LCWSA).

### **RESOLUTION 30 OF 2025**

#### **LONG TERM LEASE AGREEMENT OF TOWN OWNED SEWER FACILITY TO LCSWA. [Attachment #4]**

Resolution moved by Supervisor Deborah Babbitt Henry  
Seconded by Councilmember Lawrence Gnau

#### **Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

### **RESOLUTION 31 OF 2025**

#### **LONG TERM LEASE AGREEMENT OF TOWN OWNED WATER FACILITY TO LCSWA. [Attachment #5]**

Resolution moved by Supervisor Deborah Babbitt Henry  
Seconded by Councilmember Lawrence Gnau

#### **Roll Call:**

Councilmember Thomas Canute, Jr., Aye  
Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy-Supervisor Lawrence Gnau, Aye  
Supervisor Deborah Babbitt-Henry, Aye

### **NEW Business**

1. The Regular Town Board meeting schedule for 2025

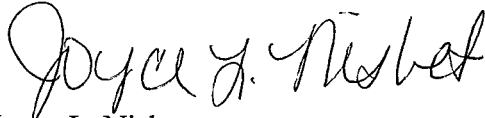
Monday – January 13 <sup>th</sup>	Monday – September 8 <sup>th</sup>
Monday – February 10 <sup>th</sup>	Tuesday – October 14 <sup>th</sup> (Columbus Day – Legal Holiday)
Monday – March 10 <sup>th</sup>	Monday – November 10 <sup>th</sup>
Monday – April 14 <sup>th</sup>	Monday – December 8 <sup>th</sup>
Monday – May 12 <sup>th</sup>	Monday – December 29 <sup>th</sup>
Monday – June 9 <sup>th</sup>	(Tentative Closing Meeting)
Monday – July 14 <sup>th</sup>	
Monday – August 11 <sup>th</sup>	

2. New York State minimum wage for 2025 is now \$15.50 per hour
3. The Livingston County Public Water Supply 2024 Sanitary Survey Report was given to Board Members
4. Five Star Bank, banking Fees for 2025 will increase effective February 1, 2025. The Board Members discussed using a different bank.

**Adjournment**

**Motion** made by Deputy-Supervisor Lawrence Gnau to adjourn the meeting at 7:43pm, seconded by Supervisor Babbitt Henry; Motion carried with all ayes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joyce L. Nisbet". The signature is written in a cursive, flowing style.

Joyce L. Nisbet  
Town Clerk