

Village of Leicester

April 20, 2026 Board of Trustees Meeting

CALL TO ORDER: Mayor Briffa called the meeting to order at 6:29 pm followed by the Pledge of Allegiance.

PRESENT:

Mayor: Barry Briffa
Trustees: Don Jacobs, Ken Rizzo, Tom Frantz, Dan Christiano
Clerk-Treasurer: Deborah Beardsley
Deputy Clerk: Sam Bodratti
Highway Superintendent: Russ Page
Water Operator:
Zoning/Code Enforcement: Chuck Cagle
Residents and Guests: Karen Roffe

EXCUSED:

MINUTES: The minutes of March 16, 2026 Board Meeting were accepted with a correction of the date for the next meeting on a motion by Trustee Christiano, 2nd by Trustee Jacobs. [Motion Carried 4-0]

OPEN PUBLIC HEARING: Mayor Briffa opened the public hearing on the 2026-2027 Budget at 6:35 pm on a motion from Trustee Christiano, 2nd by Trustee Rizzo. [Motion Carried 4-0]

COMMITTEE REPORTS:

Fire District: none

Highway Department Report: Highway Superintendent Page presented the following:

- Quotes were received from Suite Kote for Maple Lane, Eastman Place and Market Street. Eastman and Market for oil and stone with fog seal after.
- State budget delays make it difficult to plan when you don't know how much CHIPS funding a municipality will have to work with. Following CHIPS notification, Board will make decisions and obtain more information on updated quotes for Maple, Eastman and Market.
- Will work on putting quote together for drainpipe in Oak Manor that needs replacement.
- Mayor Briffa shared that the Engineer had been notified by Mr. Stryker that the grant for drainage work in Oak Manor was denied.
- Trustee Jacobs inquired about removing the loose debris out of ditches along Jones Bridge and Pleasant Streets.
- Jones Bridge Road drainage maintenance needs DEC involvement. Supervisor White to organize all the parties involved.
- Bills for snow/ice removal to be submitted to the Village for payment.

Water Report:

- Water Loss Management – LCWSA installing monitors on hydrants to track potential water leaks.
- Chris Young will represent both Village of Leicester and Village of Mt. Morris for the Water Loss training sessions on April 22 and 23, 2026.

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- The meter from Mt. Morris to Leicester tracking usage for billing has been changed.
- Overflow from water tank has been reported. Mayor Briffa will speak with Chris Young about the situation.
- Deputy Bodratti stated that water reading and billing has been a challenge since the new computers were installed. Report printouts look normal but when bills are produced there are problems with how the bills calculate. One computer is responsible for all the read software and when it breaks down there is no backup. Will investigate options for read software that might use the current readers to keep costs down.
- Overages on Telemetry program Verizon plan. Clerk- Treasurer shared information given on how the process works with shared cell data between computers. Trustee Christiano will contact Plant-IQ for more detailed information to be discussed at May's meeting.

Zoning Report: Report provided by CEO Cagle.

- Discussion included legislation regarding weeds and grass to be provided to the Board prior to next meeting. The Mayor has received complaints from the consignment business referring to pests potentially coming from the unoccupied building next to theirs. CEO Cagle shared that as long as the house remains vacant and the owner maintains the weeds and the grass there is no action he can take.
- Condemned house on opposite side of the road will need a new permit to continue barn construction. Permits issued are good for one year. Junk remains around the property to be addressed. Foundation work on the home has not been inspected. Condemned homes can be rehabbed but needs to be inspected.
- Trustee Jacobs noted that there is junk being dumped into the creek behind the Town of Leicester Barn behind Pleasant Street. CEO Cagle will investigate.
- Trustee Christiano questioned if a house remains vacant is it violating the setbacks. CEO Cagle stated that once a house is vacant for six months, it reverts to what it was prior. For example, if a vacant home is a 2-unit home, it would revert back to a single unit.
- Once a permit is issued, the homeowner has 90 days to start work. If work won't start that soon, wait to obtain the permit.
- CEO Cagle will work with the South Street home involved with the ZBA Variance process.
- Trustee Frantz asked about furniture left along side the road. If not addressed by trash collection, advise CEO Cagle and he will address individual cases.
- Has received complaints regarding Maple Lane but has not received any formal written complaints.

ORGANIZATIONAL MEETING:

**Trustee Rizzo made a motion to accept the following appointments for the fiscal year 2026-2027
seconded by Trustee Frantz. Carried 4-0**

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2026-2027 APPOINTMENTS

Deputy Mayor	Dan Christiano
Clerk – Treasurer	Deborah Beardsley
Deputy Clerk-Treasurer	Samantha Bodratti
Tax Collector	Deborah Beardsley
Records Management Officer	Samantha Bodratti
Budget Officer	Deborah Beardsley
Auditing Committee	Ken Rizzo / Dan Christiano
Street & Parks Committee	All Board Members
Recreation Committee	Dan Christiano / Tom Frantz
Water & Lights Committee	Don Jacobs / Ken Rizzo
Village Building	Don Jacobs / Ken Rizzo
Highway Department	Don Jacobs / Ken Rizzo
Youth Committee	Dan Christiano / Tom Frantz
Attorney	Ed Russell of Hodgson Russ. LLC
Accounting Firm	Vacant
Engineering Firm	CPL Engineering
Registrar	Amy Neumann
Historian	Vacant
Official Newspaper	Livingston County News
Official Depository	Five Star Bank / CNB
Secretary to the Planning/Zoning Officer	Samantha Bodratti
Code Enforcement Officer	Chuck Cagle

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Planning/Zoning Board Members

Dan Christiano – Chair (4 yr – exp May 2028)

Lance Hilyard (4 yr – exp May 2029)

Ron Jennings (4 yr – exp May 2029)

Tim Muscarella (4 yr – exp May 2028)

Joe Nahalka (4 yr – exp May 2028)

Trustee Christiano made a motion to have all official Board Meetings held on the third Monday of the Month at 6:30 pm seconded by Trustee Frantz. Carried 4-0

Trustee Christiano made a motion to pass the Approval of Claims Resolution for the fiscal year 2026-2027 seconded by Trustee Jacobs. Carried 4-0

HEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit claims for public utility services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.

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Trustee Christiano made a motion to pass the Approval of Mileage Resolution for the fiscal year 2026-2027 seconded by Trustee Rizzo. Carried 4-0

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursed to Village Officers and employees who use their personal automobiles while performing their official Village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will approve reimbursement to such Officers and employees at the rate per mile as set by the IRS (**\$.70 cents / mile**) and payable by the payroll company.

Section 2. That this resolution is effective immediately.

Trustee Frantz made a motion to pass the Approval of Designated Depositories Resolution for the fiscal year 2026-2027 seconded by Trustee Rizzo. Carried 4-0

WHEREAS The Board of Trustees has determined that the Village Law §4-412 (3)(2) requires the designation of banks or trust companies for deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institutions as depositories of all monies received by the village treasurer, clerk, and receiver of taxes. Names of institutions:

Five Star Bank

M & T Bank Collateral Custody Services

Section 2. That this resolution is effective immediately.

Trustee Christiano made a motion to pass the Investment and Procurement Policy Resolution for the fiscal year 2026-2027 seconded by Trustee Jacobs. Carried 4-0

Investment Policy: WHEREAS, the Village Board of Trustees desire to establish an investment policy in order to insure funds not needed for the immediate payment of bills will be invested to earn a safe return as provided under the Village Law, the General Municipal Law and the local Finance Law; and

WHEREAS; the Village Board desires to designate certain banks for the placing of investments; and

WHEREAS, the Village Board desires to authorize the Village Clerk-Treasurer as the fiscal officer to make such investments,

NOW, THEREFORE the Board of Trustees authorizes the use of the following commercial banks or trust companies located and authorized to do business in New York State, for placing investments:

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Five Star Bank and Canandaigua National Bank

The Board of Trustees authorizes the use of the following types of investments;

Instruments for investing Village monies:

- 1) Savings Account
- 2) NOW. account
- 3) Money Market Deposit Accounts
- 4) Super NOW. Accounts
- 5) 7 to 31 Day Accounts
- 6) Certificates of Deposit
- 7) Repurchase Agreements
- 8) Purchase of United States Treasury Bonds, Bills, and Notes
- 9) Other investment instruments as may be approved by the Office of the State Comptroller from time to time

The Board of Trustees specifically delegates the authority to make day-to-day investment decisions within the guidelines and limitations of this policy resolution to the Village Clerk-Treasurer, as Chief Fiscal Officer. The Chief Fiscal Officer is authorized to utilize the advisory services of Municipal Consulting Firms in planning the timing, amount, maturity, bidding, placement, and reporting on any investments made hereunder.

The Board of Trustees specifically authorizes the designated official to use electronic transfer of funds; among the approved banking institutions, to assist in obtaining “federal funds” enhanced interest rates. Each such transfer shall be specifically identified in the original journal entry as a “wire transfer” and subsequently supported by the bank confirmation notice to provide an audit trail.

The Board of Trustees authorizes the designated official the authority to turn over the physical custody of Certificates of Deposit and other evidences of investments for safekeeping possession to the winning bank, as provided in section 11 (3) of the General Municipal Law, to facilitate access to funds at maturity and to eliminate having live certificates in the Village Office.

All investments shall be documented in written reports to the Village Board, outlining the details of the investment and the bids received thereon. When investments are placed, these reports should be presented no less than monthly.

The primary objective of this policy is to enhance the safety and availability of any Village monies invested. Safety is enhanced by FDIC Insurance limit as presently set or subsequently revised, are to be insured by a pledging of appropriate collateral with the institution winning the bid for the investment. Where appropriate, all investments must be bid specifying, “with collateral.”

Procurement Policy:

1) Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another government entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. The documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the

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source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts of \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103 of the General Municipal Law; or purchases to subdivision 6 of this policy.

3) The following method of purchase will be used when required by this policy in order to achieve the highest savings:

ESTIMATED AMOUNT OF PURCHASE CONTRACT METHOD

\$ 2,500 - \$ 4,999 2 verbal quotations

\$ 5,000 - \$ 9,999 3 written/fax/email quotations or written request for proposal

ESTIMATED AMOUNT OF PUBLIC WORKS CONTRACT METHOD

\$ 2,500 - \$ 4,999 2 verbal quotations

\$ 5,000 - \$ 9,999 3 written/fax/email quotations

\$10,000 - \$19,999 3 written/fax/email quotations or written request for proposal

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals or quotations; the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4) Documentation is required of each action taken in connection with each procurement.

5) Documentation and an explanation are required whenever a contract is awarded to anyone other than the lowest responsible offeror. The documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6) Pursuant to General Municipal Law section 104-b (2)(1), the procurement policy may contain circumstances when, or types of procurements for which in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the Village of Leicester to solicit quotations or document the basis for not accepting the lowest proposal.

- A. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgement, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that readily lend themselves to competitive procurement procedures. In determining whether a service fits into a category the Village Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical

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services shall include but not limited to the following: services of an attorney; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing or pre-packaged software.

- B. Emergency purchases pursuant to Section 103 (4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- C. Purchases of surplus and second-hand goods from any source or goods purchased at auction. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- D. Goods or services under \$2,500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such contracts would be awarded favoritism.
- E. Service contracts encountered into through New York State Office of General Services. In these instances, the State has already investigated and secured the lowest possible price for the municipality.

OLD BUSINESS:

Budget 2026-2027 – Previously went through the process of increasing the tax levy amount ten percent which increases the tax cap amount by \$2,172. Levy per thousand went from 1.09 to 1.19. Increase is to make up the difference for what the State took away with the creation of the Fire District.

Changes to proposed budget presented include: adding \$750 to Elections to accommodate a Special Election in March 2027; increase Buildings – Village Office an additional \$3000 (total \$17,000) to accommodate Smoke Detector project; and increase Street Maintenance \$20,000 (total \$32,000) to accommodate proposed street maintenance of Eastman, Maple and Market; Zoning Contractual - \$5,000 to cover yearly maintenance costs of updating Codes. Reviewed all revenue values as entered on proposed budget.

Having heard no further comments regarding the 2026-2027 General Fund Budget, the budget as modified is approved on a motion by Trustee Christiano, 2nd by Trustee Rizzo. [Motion Carried: 4-0]

CLOSE PUBLIC HEARING: Trustee Christiano motioned to close the public hearing on the 2026-2027 Budget at 7:44 pm, 2nd by Trustee Frantz. [Motion Carried 4-0]

NEW BUSINESS:

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MAYORS REPORT:

Repairs to Village Truck in the amount of \$1,134.61 approved on a motion by Trustee Rizzo, 2nd by Trustee Jacobs. [Motion Carried: 4-0]

Mayor Briffa stated his intention to tender his resignation as Village Mayor effective October 1, 2026 at which time Deputy Mayor Christiano will fill the vacancy. He stated his appreciation for all the work the Village Board does for the Village as a whole.

CLERKS REPORT:

Clerk-Treasurer Beardsley presented Mayor Briffa, Trustee Christiano and Trustee Jacobs with Election Certificates from the Board of Elections to commemorate their re-election.

All delinquent Village Taxes from 2025-2026 have been received from the Livingston County Treasurer.

SAM Grant – Signatures obtained on the new grant paperwork required by the State in order to forward back to DASNY. Brief overview of prior timeline of events.

Smoke Detectors – No information received following contract approval and signing. Will be pursuing a status on project.

Cherry Fruit Fly Monitoring of Invasive Species – Permission by Trustee Christiano to allow USDA to place traps in trees around park to monitor during the summer to determine if such species exists within this area. Monitoring is being conducted in Central and Western New York.

Certificates of Deposit - Total amount of the two CDs is \$437,099. Interest amounts and terms discussed along with combining both CDs into one and moving the interest into the General Fund. One hundred thousand CD matured on today's date (4/20/2026) and the three hundred thirty-seven thousand CD will mature on Friday (4/24/2026). Motion made by Mayor Briffa, 2nd by Trustee Rizzo to approve combining the two CDs into one for a six-month term, moving the interest to the General Fund. [Motion Carried 5-0]

PUBLIC COMMENTS: Town Councilperson / Historian Karen Roffe spoke regarding the activities surrounding the 250 Year Anniversary of the American Revolution. An original reproduction of the Betsy Ross Flag, the first flag for this country, is now flying at Boyd-Parker Park. Council of the Arts and the Town Historians are working to have banners made for each town with significant town representations of which will be determined by each Town Historian. Each town will be assigned an artist. Banners will then be displayed in public areas and Ms. Roffe's thought would be to display at the weekly concert series. To be determined where banners will end up at the end of the period but possibly at the County building. Research is currently being conducted on finding the background of the 17 Revolutionary Veterans that lived in Leicester.

Water Fund Budget 2026-2027:

After Board discussion, a motion was made by Trustee Jacobs, 2nd by Trustee Frantz to approve a wage increase of \$500 per year (\$11,500 yearly salary) for the Village Water Operator, Chris Young. [Motion Carried 4-0]

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Having heard no further comments on the 2026-2027 Water Fund Budget, a motion was made by Trustee Christiano, 2nd by Trustee Jacobs to approve the 2026-2027 Water Fund Budget as modified.

[Motion Carried 4-0]

Levy of Overdue Water –

Motion made by Trustee Jacobs, 2nd by Trustee Rizzo to levy all unpaid water bills to the 2026-2027 Village Tax bills. [Motion Carried 4-0]

AUDIT OF BILLS:

Trustee Rizzo motioned, 2nd by Trustee Christiano to accept the bills as audited. [Motion Carried 4-0]

General Fund Vouchers 3491 - 3506 \$4,860.16 Water Fund Vouchers 1327 - 1335 \$42,629.85

NEXT VILLAGE BOARD MEETING:

Board of Trustees Meeting, May 18, 2026, at 6:30 pm at Village Hall.

ADJOURNMENT: Trustee Christiano motioned, 2nd by Trustee Frantz to adjourn the meeting at 8:07 pm.

[Motion Carried 4-0]

Respectfully Submitted,
Deborah Beardsley
Clerk-Treasurer
Village of Leicester