

Official Minutes

A regular meeting of the Town Board of the Town of Lima, County of Livingston and the State of New York was held at the Town Hall, 7329 East Main Street, Lima, New York, on the 2nd day of January 2026 at 10:00 A.M. Notice was printed in the Mendon-Honeoye Falls-Lima Sentinel.

Present: Supervisor, Jon Cates
Councilperson, Christopher Doe
Councilperson, Adam Lewis
Councilperson, Steve Werner
Deputy Town Clerk, Laurie Arner
Excused: Councilperson, Ron Blodgett

Guest(s): See attached Town Board Meeting Sign-In Sheet – January 2, 2026

Supervisor Cates called the meeting to order at 10:00 A.M., with the Pledge to the Flag.

Annual Authorizations 2026

Resolution No. 1 Of 2026: Dates of Meetings

BE IT RESOLVED, the Regular Monthly Board meetings of the Lima Town Board will be held on the first Tuesday of each month at 6:30 PM. Town Board Meetings will be held at the Lima Town Hall at 7329 East Main Street, Lima, NY.

Resolution No. 2 Of 2026: Media

BE IT RESOLVED, the designated news media is advised of the foregoing schedule and meeting notices will be published and posted, in accordance with the Open Meetings Law, on the Town Clerk's bulletin board and the Town website; and

BE IT FURTHER RESOLVED, that the Mendon, Honeoye Falls, Lima Sentinel, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of Town of Lima; and

BE IT FURTHER RESOLVED, the Town will post all public notices on the town web site at www.townoflimany.gov

Resolution No. 3 of 2026: Minutes

BE IT RESOLVED, draft minutes of the Town Board meetings will be produced by the Town Clerk within 14 days of the date of the meeting and sent to Town Board members for approval; and

BE IT FURTHER RESOLVED, in accordance with the Open Meetings Law, draft meeting minutes, clearly labeled with the date and "DRAFT, not yet approved" will be available to the public through the Town Clerk's Office, but not posted on the web site until approved by the Town Board.

Resolution No. 4 of 2026: Mileage Reimbursement

BE IT RESOLVED, that mileage at a rate of \$0.50 shall be paid to Town Officials and employees for use of their personal vehicles for Town Business and that such mileage shall be reported on the official town form (available from the Town Clerk).

Resolution No. 5 of 2026: Financial Report

BE IT RESOLVED, that an annual financial report be presented by the Supervisor to the Town Clerk within 30 days of the end of the fiscal year as required by New York State Town Law Section §29(10). In lieu of the annual financial report, the Supervisor is hereby authorized to submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the Annual Financial Report (AFR) to the New York State Comptroller, and that the Town Clerk shall cause a summary thereof to be published in accordance with New York State Town Law §29(10-a). If the state comptroller approves a 30-day extension of the AFR, the Supervisor's time for filing a copy of the AFR with the Town Clerk shall also be extended.

Resolution No. 06 of 2026: Payroll Administration

BE IT RESOLVED, that all Town employees shall be paid on a bi-weekly basis.

Resolution No. 7 of 2026: Payroll Certification

BE IT RESOLVED, that the following employees are hereby appointed or employed in the titles and at the rates of pay as presented on the Town of Lima Compensation Schedule as set forth below:

Supervisor	\$22,360.00 Annually
Deputy Supervisor	\$500.00 Annually
Town Board Members	\$20,800.00 Annually (\$5,200.00 per member)
Town Clerk	\$52,510.00 Annually
Deputy Town Clerk	\$17.31/hour – up to \$6,500.00 Annually
Registrar	\$2,122.00 Annually
Tax Collector	\$3,713.00 Annually
Town Justice	\$26,786.00 Annually (\$13,393.00 per Justice)
Court Clerk	\$19.93/hour – up to \$22,082.00 Annually
Highway Supt.	\$83,447.00 Annually
Motor Equipment Operator	\$30.02/hour – Ben Martin, Deputy High. Supt.*
MEO	\$25.73/hour – *
MEO	\$24.68/hour – Colton Gilbert – in Military*
MEO	\$20.00/hour – *
Laborer, PT -mowing	\$16.00/hour
Library Director	\$46,478.00
Town Attorney	\$250.00/hour
Code Enforcement Officer	\$51,486.00
Custodian(s)	\$16.00/hour
Historian	\$2,121.00 Annually
Assessors Clerk	\$18.60/hour – up to \$13,820.00 Annually
Assessor	\$34,774.00 Annually

Maintenance	\$20.80/hour
PB/ZB Secretary	\$2,444.00/\$2,444.000 (\$4,888 Annually)
Shoveler	\$16.00/hour 5 hours a week guarantee (11/1 – 4/15)

*Compensation for Highway MEO positions is subject to change as a result of collective bargaining negotiations that are ongoing.

Resolution No. 8 of 2026: Financial Institutions

BE IT RESOLVED, that Five Star Bank is designated as the Town’s official depository, in which the Supervisor, Town Clerk, Justices, and other employees by virtue of their offices, shall deposit all monies coming into their hands; and

BE IT FURTHER RESOLVED, the Town investments can be made at other banks and institutions, including M & T, Canandaigua National Bank, Tompkins Bank of Castile and NYClass, and as may be set forth in the Town’s investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised, as necessary.

Resolution No. 9 of 2026: Signature Authority

BE IT RESOLVED, that Town Supervisor Jonathan Cates shall have check signing privileges for all accounts and Deputy Supervisor Adam Lewis shall be authorized as a check signer for all accounts in the absence of the Town Supervisor.

Resolution No. 10 of 2026: Payment of Expenses

BE IT RESOLVED, that the Town Clerk will prepare and submit for review and approval a monthly abstract of payment of claims to the Town Board. All time sensitive recurring expenses, such as utility bills, when the payable due date is prior to the regular monthly Board Meeting, will be paid by the due date and included in the monthly abstract.

Resolution No. 11 of 2026: Appointments

BE IT RESOLVED, that the Town Board makes the following appointments for 2026:

- Deputy Supervisor - Adam Lewis
- Town Clerk – Jennifer Heim
- Deputy Town Clerk – Laurie Arner
- Tax Collector- Jennifer Heim
- Registrar of Vital Records – Jennifer Heim
- Deputy Registrar of Vital Records
- Town Records Officer – Jennifer Heim
- Court Records Officer – Carol Tichenor

- Court Clerk – Carol Tichenor
- Assessor – Tami Snyder – 6 year term (2026-2031)
- Town Assessor Clerk – Jill Formella
- Code Officer – Charlie Floeser
- Fire Inspector – Charlie Floeser
- Town Historian – Karen Hanson
- Secretary/Clerk to Joint Planning Board – Sharon Knight
- Secretary/Clerk to Joint Zoning Board of Appeals – Sharon Knight
- Secretary/Clerk to Board of Assessment Review – Jill Formella
- Librarian – Leslie Reyman
- Town Engineer – CPL/Eric Wies P.E.
- Attorney for the Town – James Campbell of Kruk & Campbell, P.C.
- Representative to County Traffic Safety – Sean Parslow
- Alternate to County Traffic Safety –
- Representative to Livingston County Planning Board – Dennis Neenan
- Town Hall Maintenance – Brian Johnson
- Town Custodian – Dan Hopson
- Shoveler – Dan Hopson

Resolution No. 12 of 2026: Town Board Liaison Appointments

BE IT RESOLVED, that the Town Board makes the following Town Board liaison appointments for 2026:

- Town Board liaison to Livingston County Water and Sewer Authority – Jonathan Cates
- Town Board liaison to Fire Department – Steve Werner
- Town Board liaison to Ambulance Department – Steve Werner
- Town Board liaison to Highway Department – Ron Blodgett
- Town Board liaison to Union - Jonathan Cates and Ron Blodgett
- Town Board liaison to Parks Commission – Ron Blodgett and Steve Werner
- Town Board liaison to Library Board – Ron Blodgett
- Town Board liaison to Planning Board and Zoning Board of Appeals – Steve Werner
- Town Board liaison to Ag Committee – Adam Lewis
- Town Board liaison to Justice Court – Adam Lewis

- Town Board liaison to Lima Crossroads – Jonathan Cates
- Town Board liaison to Golden Agers – Jonathan Cates
- Town Board liaison to Historical Society – Christopher Doe
- Town Board liaison to Be Well in Lima – Adam Lewis
- Town Board liaison to Summer Recreation Program – Christopher Doe
- Town Board liaison to Cemeteries - Christopher Doe

Resolution No. 13 of 2026: Joint Town and Village Planning Board

BE IT RESOLVED, that the Joint Town and Village Planning Board shall meet on the 3rd Wednesday of each month (if there are applications or other business to be conducted and the Town Board acknowledges the following members:

Wayne Childs (T)	Chairman	2022-2026
Andy Britton (V)	Vice Chairman	2024-2028

Members

Elaine Walker (V)	2026-2030
Chris Harvey (T)	2024-2028
Larry Kramer (T)	2023-2027
Matthew Grant (V)	2020-2026
Jacob Button (T)	2025-2029
Christina Steerman, Alternate (T)	
Alternate (V)	

Resolution No. 14 of 2026: Joint Town and Village Zoning Board of Appeals

BE IT RESOLVED, that the Joint Town and Village Planning Board shall meet on an as needed basis if there are applications or other business to be conducted and the Town Board acknowledges the following members:

Jim Van Dick, Chairman (T)	2022-2026
Cindy DePuy, Vice Chairman	2022-2026

Members

Kenneth Gray (T)	2023-2027
John Bailey (T)	2024-2028
Duane Fuller (V)	2022-2026
Andy Matthews (T)	2024-2028
Cindy DePuy (V)	2022-2026
Alternate (V)	2020-2024
Alternate (T)	2024-2025

Resolution No. 15 of 2026: Board of Ethics

BE IT RESOLVED, that the Board of Ethics shall meet on an as needed basis and conduct itself pursuant to the guidelines contained in Chapter 20 of the Code of the Town of Lima and the Town Board acknowledges the following members:

Tom Reynolds (D)	2021-2025	Need to determine re-appointment
Anthony Catalano (R)	2022-2026	
Vacant (R)	2026-2030	
Kevin Simmons (R)	2024-2028	
Vacancy (D)	2023-2027	

Resolution No. 16 of 2026: Board of Assessment Review

BE IT RESOLVED, that the Board of Assessment Review shall meet on an as needed basis pursuant to the guidelines contained in the New York State Real Property Tax Law and the Town Board acknowledges the following members:

Jim Carroll	2025-2029
Nicole Snyder	2024-2028
Blake Benson	2022-2026
Christian Nikodem	2022-2026
Dan Proctor	2023-2027

Resolution No. 17 of 2026: Historic Preservation Commission

BE IT RESOLVED, that the Historic Preservation Commission shall meet on an as needed basis and shall conduct itself pursuant to the provisions set forth in §250-62 of the Code of the Town of Lima and the Town Board acknowledges the following members:

Fran Gotcsik, Chair
Robin Hargrave
Don Brown

Resolution No. 18 of 2026: Agricultural Advisory Committee

BE IT RESOLVED, that the Agricultural Advisory Committee shall meet on an as needed basis and shall conduct itself pursuant to the provisions set forth in Chapter 3 of the Code of the Town of Lima and the Town Board acknowledges the following members:

Mike Neenan, Chairman	2026-2028
Jeff Recktenwald	2024-2026
Tom Simpson	2026-2028

Ed Blodgett, Jr.	2025-2027
Lee DeKramer	2025-2027
John Lehning	2025-2027
Ron Gruschow	2023-2027
Marc Krieger, Alternate	2024-2026

Resolution No. 19 of 2026: Library Board

BE IT RESOLVED, that the Library Board shall meet on a basis as determined by said Board and the Town Board acknowledges the following members:

Pradeep Jangbari	2025-2029
Debbie Lund	2024-2028
Teri Kruk, President	2022-2026
John Grasso, Vice President	2023-2027
Leta Button, Secretary	2026-2030
<i>(Appointed to 5 year term – Approval Jan. 6 Town Board meeting)</i>	

Resolution No. 20 of 2026: General Rules for Procedure and Guidelines for Public Comment

BE IT RESOLVED, that in an effort to foster an orderly meeting process, the following rules and guidelines will be used and enforced at all Town Board meetings:

GENERAL GUIDE FOR PROCEDURE

- The Supervisor shall preside at meetings. In the Supervisor's absence the Deputy Supervisor shall preside.
- The presiding officer may debate, move, and take other action that may be taken by other members of the Board.
- Board members are not required to rise but must be recognized by the presiding officer before making motions.
- A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire Board. If determined to be in order, they shall be permitted to proceed.
- For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work.
- There is no limit to the number of times a Board member may speak on a question.
- Motions to close or limit debate may be entertained but shall require a two-thirds vote of the Board.

GUIDELINES FOR PUBLIC COMMENT

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

- Speakers may stand at their seats if they are able.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to 3 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communication at any time.

Resolution No. 21 of 2026: Department Hours

BE IT RESOLVED, the Town Board hereby establishes the work hours of the:

- Highway Department – As established by the Highway Superintendent and subject to change as a result of collective bargaining negotiations.
- Town Clerk's Office hours (closed all Federal Holidays):

SUMMER HOURS – May 1st through Labor Day

Monday	8:30 a.m.-4:00 p.m.
Tuesday	8:30 a.m.-4:00 p.m.
Wednesday	8:30 a.m.-4:00 p.m.
Thursday	8:30 a.m.-12:00 p.m. and 1:00 p.m.-6:00 p.m.
Friday	CLOSED

WINTER HOURS – After Labor Day through April 30th

Monday	8:30 a.m.-4:00 p.m.
Tuesday	8:30 a.m.-4:00 p.m.
Wednesday	8:30 a.m.-4:00 p.m.
Thursday	1:00 p.m.-6:00 p.m.
Friday	8:30 a.m.-12:00 p.m.

- Code Enforcement Office (closed all Federal Holidays):

SUMMER HOURS – May 1st through Labor Day

Monday	8:30 a.m.-4:00 p.m.
Tuesday	8:30 a.m.-4:00 p.m.
Wednesday	8:30 a.m.-4:00 p.m.
Thursday	8:30 a.m.-12:00 p.m. and 1:00 p.m.-6:00 p.m.
Friday	CLOSED

WINTER HOURS – After Labor Day through April 30th

Monday	8:30 a.m.-4:00 p.m.
Tuesday	8:30 a.m.-4:00 p.m.
Wednesday	8:30 a.m.-4:00 p.m.
Thursday	1:00 p.m.-6:00 p.m.
Friday	8:30 a.m.-12:00 p.m.

- Town Court offices (closed all Federal Holidays):

Monday – Friday 9:00 a.m. – 12:00 p.m.

Resolution No. 22 of 2026: Town E-Mail Accounts

BE IT RESOLVED, the Town Board has official e-mail accounts for all Town employees and elected officials for use in their official capacities. These e-mail accounts will be connected to the Town’s official website domain, www.townoflimany.gov. Ownership of and access to these communications will be with the Town of Lima. All employees and elected officials will set up accounts with the Town’s IT provider, and shall use their accounts for Town business.

Resolution No. 23 of 2026: Management of Town Website, Emails, and Hosting

WHEREAS, the Town of Lima utilizes the town website for most communications and information presentation to the public, and;

WHEREAS, the Town of Lima utilizes designated town email addresses for communication with the public and within the offices of the Town, and;

WHEREAS the Town of Lima purchases and manages a hosting service for website and email management and hosting, and;

NOW THEREFORE BE IT RESOLVED, these tasks will be managed and delegated under the office of the Town Supervisor.

Resolution No. 24 of 2026: Vehicle Use Benefit

BE IT RESOLVED, that because the Highway Superintendent is on call 24 hours a day, seven days a week, the Lima Town Board authorizes the use of a Town vehicle by said Highway Superintendent for travel to and from work, provided it is not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk annually.

Resolution No. 25 of 2026: Authorize Highway Superintendent purchases

BE IT RESOLVED, that the Town Highway Superintendent shall hereby be authorized to make such purchases and expenditures for necessary equipment, tools and implements without prior Town Board approval, so long as such expenditures do not exceed \$3,000.00. Notwithstanding the same, all such purchases or expenditures shall be in compliance with the Town's procurement policies.

Resolution No. 26 of 2026: Attendance at Newly Elected Town Officials Training

WHEREAS, the Town of Lima values training opportunities for Town officials, and;

WHEREAS, new Town Board members will benefit from the Newly Elected Town Official training put on by the NY Association of Towns; and

NOW THEREFORE BE IT RESOLVED, that the Lima Town Board authorizes attendance and funding for Supervisor Jonathan Cates, Councilperson Adam Lewis and Councilperson Christopher Doe to attend the NY Association of Towns training for Newly Elected Town Officials.

Resolution No. 27 of 2026: Membership with NY Association of Towns

BE IT RESOLVED, that the Town Board does hereby authorize the renewal of an annual membership with the NY Association of Towns at a cost not to exceed \$1,200.00.

Resolution No. 28 of 2026 :Blanket Undertaking

WHEREAS, section 11 of the Public Officers Law authorizes the governing body of a municipality to procure a blanket undertaking to cover officers, clerks and employees of the municipality who would otherwise be required to post an individual undertaking; and

WHEREAS, such blanket undertaking must indemnify against losses through the failure of officers, clerks or employees to faithfully perform their duties or account for moneys or property received by virtue of their position or employment and through fraudulent or dishonest acts committed by officials, clerks or employees covered there-under; and

NOW THEREFORE BE IT RESOLVED, that the Lima Town Board consents and approves a blanket undertaking to cover all officers, clerks and employees required by law to post an undertaking which undertaking shall be provided by the following policies:

- Current Crime Coverage is with NGM it is effective 12/28/2026-12/28/2027.
- Coverage is Per Employee with a limit of \$25,000
- Faithful Performance is included on for all Municipality Employees except for individuals in Law Enforcement
- There is also Excess Coverage for the following Positions:
 Town Supervisor: \$200,000
 Deputy Supervisor: \$200,000
 Town Clerk/Tax Collector: \$500,000
 Deputy Clerk: \$500,000

Upon motion by Councilperson Werner to approve Resolutions 1 – 28 of 2026, seconded by Councilperson Lewis the vote went as follows:

CARRIED	Ayes: 4	Cates, Doe, Lewis, Werner
	Nays: 0	
	Absent: 1	Blodgett

IN WITNESS WHEREOF I have hereunto set my hand and the official seal of the Lima Town Board of the County of Livingston.

Jennifer Heim, CMC/RMC
 Town Clerk

Adjourn Meeting

Upon motion by Councilperson Werner to adjourn meeting at 10:19am, seconded by Councilperson Doe, the vote was unanimous.

Respectfully Submitted by:

Laurie Arner
 Deputy Town Clerk

Attachment:
 Town Board Sign In Sheet

