

Town of Vienna
Town Board Meeting Minutes
December 3, 2025

ATTENDANCE:

Deputy Supervisor Jason Spellicy Councilwoman Mary Beth McEwen
Councilman Darrin Smith Councilman Jason Lamb
Town Clerk Carol Huber

PLANNING BOARD INFORMATIONAL MEETING: 6:30 PM

Orrin MacMurray went over the following Zoning Laws that are being discussed with the Planning Board.

Tiny Homes:

Need to establish a Tiny Home definition, list of uses, if allowed in all zones except the Hamlett Commercial or Industrial Zone.

Assisting Zoning Officer:

There would be a potential to appoint the Building Inspector as an Assistant Zoning Officer. Need to look into any conflicting duties with being on the Planning Board.

Ground Water Overlay Zones:

Planning Board will not make any recommendations at this time due to lack of adequate information.

Maximum Setback in C Zone:

Possibly eliminating the 35 ft maximum setback from the road frontage.

Manufactured Home Code Compliance:

Update with current codes including HUD Regulations and not using Manufactured homes for commercial use.

Campgrounds:

Currently there is only one paragraph of design of campgrounds in the Zoning Law. Criteria needs to be designed. Currently Campers are being parked too close to adjacent properties. More campgrounds are going to more seasonal use. Currently there are a lot of camp sites with decks, covers and pergolas. We need to design requirements. Anyone who currently has these structures would possibly be grandfathered in and any new sites would have to follow the new zoning laws. New setbacks on stored campers would not be grandfathered in. Looking at a 5ft set back for storing campers for the Winter. Any new campgrounds would have a set back of 75 ft from front and 40ft from side and back. New campgrounds would need Engineered prepared drawings. Square footage of campsites would be 1700 square feet with a 5ft buffer. They would need to meet fire codes. Parking for one car per site. Need to have screening/fencing for mitigation to prevent people from wondering on private property.

Special Use Permit Hearings:

Posting signs on properties that are applying for special use permits would not be recommended. Possibly requiring applicants to send out certified letters to adjacent properties. Need delegation on how to rescind a Special Use Permit.

Application for Zoning Applications:

Will be removing references about the Town Clerk.

Planning Board will meet with the ZBA for a discussion. Will schedule a date for a Public Informational meeting. Then a Public Hearing would be scheduled.

CALL TO ORDER REGULAR TOWN BOARD MEETING:

Deputy Supervisor Spellicy called the meeting to order at 7:08 pm. Followed by the Pledge of Allegiance.

NOCCOG: Lisa Bellinger

December 2, 2025 Webinar on reporting requirements for local governments. Accounting Principles and Procedures December 10-11. Taking the Bench Certification Course for Justices in person training is December 8-12, virtual classes are June 11-12. Tug Hill Commission meeting is December 8. ATV Recreation informational session is January 8, 2026. NYS Town Clerk’s Association Regional Training is December 15. NOCCOG Executive Committee is December 18. The Best and Worst of 2025 Webinar is December 18. NY Association of Towns Newly Elected Town Officials Training is January 14-16 or 21-23. NY agrees to delay the all- electric building mandate.

COUNTY LEGISLATURE: Norman Leach

County approved the Budget. There is a 2.9 % rise in Property Tax. Vienna’s taxes were lowered by 5 cents per 1000. The sales tax has flattened off, so that means the Town would get a smaller amount in the future. Visited the Cornell Cooperative Extensions new edition. The County approved extending gas lines with National Grid down at the Griffiss Airport for Chiboni. Ditching for Towns will be \$13,800 for 40 hours and \$14,000 the following year.

Gates-Cole Insurance:

Leslie Grogan presented the new Forgery Policy Declarations and the Premium Summary of the Town’s Insurance Policy. There was a 6.39 % increase of \$3,050. The Town added the Xtreme Vac and New Mower. The Blanket Policy went to \$5,171,623. All claims have been paid out, so the Town is starting all over again. Liability has been renewed as is. Cyber insurance is available if you do banking on line or take credit card payments.

Budget Adjustments:

Councilman Lamb made a motion to accept the budget adjustments from the Bookkeeper. Councilman Smith seconded the motion.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Darrin Smith	Aye
Councilman Jason Lamb	Aye
Deputy Supervisor Jason Spellicy	Aye

Account #	Description	Debit	Credit
A1620.4	Town Hall Contractual		14,000.00
A1620.41	Town Hall Contractual-Fuel Oil		2,000.00
A1620.42	Town Hall Contractual-Electricity		2,000.00
A1620.44	Town Hall Contractual-Internet		500.00
A1910.4	Municipality Ins. Coverage		100.00
A5132.4	Highway Garage-Contractual		2,500.00
A9010.8	State Retirement		3,964.00
A599	Appropriated Fund Balance	16,664.00	
A1990.4	Contingent Account	8,400.00	
	Total “A” Fund	<u>25,064.00</u>	<u>25,064.00</u>
B8020.1	Planning Board-Secretary		600.00
B7110.4	Parks-Contractual	600.00	
	Total “B” Fund	<u>600.00</u>	<u>600.00</u>
DB5130.42	Machinery-Contractual		20,000.00
DB5140.41	Brush & Weeds -Drug Testing		500.00
DB9010.8	State Retirement		11,895.00
DB599	Appropriated Fund Balance	32,395.00	
	Total “B” Fund	<u>32,395.00</u>	<u>32,395.00</u>

Account	Description	Debit	Credit
SW2-8340.41	Trans & Distrib- O&M		1,200.00
SW2-599	Appropriated Fund Balance	<u>1,200.00</u>	
	Total "B" Fund	<u>1,200.00</u>	<u>1,200.00</u>
SW4-8340.41	Trans & Distrib-O&M		20.00
SW4-599	Appropriated Fund Balance	<u>20.00</u>	
	Total "B" Fund	<u>20.00</u>	<u>20.00</u>
SW5-8340.41	Trans & Distrib- O&M		500.00
SW5-599	Appropriated Fund Balance	<u>500.00</u>	
	Total "B" Fund	<u>500.00</u>	<u>500.00</u>
SW7-8340.41	Trans & Distrib- O&M		3,000.00
SW7-599	Appropriated Fund Balance	<u>3,000.00</u>	
	Total "B" Fund	<u>3,000.00</u>	<u>3,000.00</u>

APPROVAL OF MINUTES:

A motion was made by Councilman Lamb and seconded by Councilman Smith to approve the November 5, 2025 Town Board Minutes.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Darrin Smith	Aye
Councilman Jason Lamb	Aye
Deputy Supervisor Jason Spellicy	Aye

AUDITED VOUCHERS:

A motion was made by Councilwoman McEwen and seconded by Councilman Lamb to approve Abstract 12 of 2025 vouchers to be paid in the amount of \$246,256.37

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Darrin Smith	Aye
Councilman Jason Lamb	Aye
Deputy Supervisor Jason Spellicy	Aye

SUPERVISOR'S REPORT:

Supervisor's Report is filed in the Town Clerk's office and will be posted on the Web Site.

TOWN CLERK'S REPORT:

Town Clerk read her report. Monies received for the month totaled \$1070.10. Appointed Sandy Carpenter as a Deputy to replace Latitisa Vanderworken for 2026 and is now training. Sent out multiple letters to update dog licenses, whether still alive or even if they had passed away. A motion was made by Councilman Smith and seconded by Councilwoman McEwen to approve the Town Clerk report.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Darrin Smith	Aye
Councilman Jason Lamb	Aye
Deputy Supervisor Jason Spellicy	Aye

ASSESSOR'S REPORT:

Filed with Clerk and uploaded to website.

CODE'S REPORT:

Filed with Clerk will be posted on Web Site.

HIGHWAY DEPARTMENT: Superintendent Clayton Conover

Lights are all put on the tree. Attended the OPP refresher class. Sylvan Beach helped with the ladder truck to put up lights. Six small trees were taken down on Harbor View Drive. A large Oak tree was taken down on Water Road.

Saturday is the Christmas Parade and Tree Lighting with refreshments afterwards.

COUNCIL REPORTS:

Councilwoman McEwen:

There is open enrollment for farm land in January.

Councilman Smith:

Attended the Planning Board meeting and ZBA meeting last month. There is still discussion on the purchase of the school across the road. Next Planning Board Meeting is on January 15. The purchase of the school will not be going through. Will be contacting Nelson Tree Service about exchanging some tree services for parking at the Town Garage.

Deputy Supervisor Spellicy:

The Youthful Senior Lunch will be next week. Jason will be preparing the prime rib for the event and will turn in the receipt next month. The Old school building DOT matters became unrealistic and the buyer could not continue. There is another person interested in the building to keep it all residential. Tagasoki Camp Ground is looking at expanding with new loops for extending the camping season. Will need to follow up with emergency management on the radios and the new tower. Rick Roberts mentioned that the 911 emergency services was meeting with fire districts and he will try to find out any new information.

OLD BUSINESS:

Handbook:

Industrial UI sent out the final version of the handbook and all will look over to be approved at the next meeting.

Post Office:

The new lease has been executed and first payment with new amount has been received.

Verizon Tower:

Lease agreement has been executed and the tower will be standing with in a month.

Far East Water District:

Next week the engineering firm will meet to discuss the potential for a 2 million dollar grant.

NEW BUSINESS:

Planning Board Member, David Carpenter wrote a letter to the Board suggesting a better alternative of paying Planning Board Members to promote attendance. \$25 per meeting to be paid at the end of the year. All Board Members liked the idea and will implement for 2026.

Resignation of Justices:

Judge Coady will be retiring at the end of the year. Judge Desantis is moving out of the County. He submitted a new letter of resignation with an effective date of 1/31/26. Deputy Supervisor Spellicy accepted his new letter of resignation. Resumes are being accepted until the 11th for an appointment of 2026, then it will be decided by the next General Election. The new Judge would need training before they can be able to sit on the bench. The 5th Judicial District will appoint coverage if we can not find someone.

End of Year Finance Meeting will be December 30th at 10:0 am.

PUBLIC CONCERNS/COMMENTS:

Mike Piper:

Will the communication equipment for 911 be available when the tower is being set up?

Answer-not sure if there is any available at this time. We will reach out.

DPW did a great job paving Preston Hill Road. They have plans to add guard rails by the swamp. DEC is involved because of the swamp.

Mark Corey:

How high will the tower be, is there any restrictions.

Answer-not sure of the specs off hand, it would be in the initial application.

The Town required a right of way through my property before they would allow me to do what I wanted, which I did not feel that was right. They also sent letters to a utility company about my property and when I wanted to see the letter about my property, I was told to FOIL it. It should be required if the Planning Board is corresponding with a Utility Company to send a copy to the property owner also.

My property assessment increased by 80%. I met with Phil Amway and I only upgraded old items that were currently there. I do not understand why it increased this much.

Answer: The Board Members referred Mark to go to the Board of Assessment Review.

Steve Carpenter:

Wished everyone Happy Holidays. Had questions about the bridges on West Lake St. The newer bridge has been closed and the older bridge is still being used. Why isn't the newer bridge getting fixed because the older bridge could fail then there is no access between road.

Highway Superintendent Conover:

We have been applying for bridge grant money and every time have been turned down for the closed bridge. That bridge has been deemed unsafe.

Pete Losurdo:

Is there anyway to get internet other than Spectrum?

Answer-Verizon would have to make a decision to come up Kimball Road, but they would be less likely to because Spectrum is already there. There is contracts where they can serve.

Darrin Smith asked if there is anymore grant money to get internet to the houses that still do not have internet.

Norman Leach said he would check into it.

Jason Spellicy discussed using the money from Verizon to help with houses with no internet.

Tammy Lambargon:

What is the role of the Town Supervisor and the Mayor of Sylvan Beach? How do they work together?

Answer: The Town has the Sole Assessor, Dog Control and we share highway services with the Village. The Mayor will meet with us for the 2026 shared services and maybe helping supplement lifeguards for the beach.

EXECUTIVE SESSION:

Not Entered

ADJOURNMENT: Deputy Supervisor Spellicy made a motion to adjourn the meeting at 8:28 pm and Councilman Smith seconded and all were in favor.

Respectfully,

Carol L Huber

Town Clerk