

Town of Gaines
Town Board Meeting minutes
July 14, 2025

The Regular Meeting of the Town of Gaines, County of Orleans, State of New York was called to order by Supervisor Tyler James Allport at 7:01 P.M. on the 14th day of July, 2025.

The following town officials were present:

Tyler Allport	Supervisor
James Kirby	Deputy Supervisor
Ron Mannella	Councilperson
Rick Ebbs	Councilperson
Janet Cheverie	Town Clerk
Mark Radzinski	Highway Superintendent

The following town officials were absent:

Ken Rush (excused)	Councilperson
Charles Prentice	Town Justice
Douglas Heath (excused)	Attorney for the Town

The following individuals were present during the meeting:

Lorienda Smith

The Supervisor opened the meeting with the Pledge to the Flag.

RESOLUTION NO. 60-0725
APPROVAL OF MINUTES OF JUNE 09th, 2025 REGULAR MEETING

Moved by Councilperson Mannella and seconded by Councilperson Kirby to approve the June 09th, 2025 Regular Meeting Minutes.

Discussion: None

Ayes 3; Nays 0; abstained 1 Supervisor Allport was not present for that meeting

RESOLUTION NO. 61-0725
PRESENTATION AND ACCEPTANCE OF TOWN CLERK'S REPORT

Moved by Councilperson Ebbs and seconded by Councilperson Kirby to accept the monthly report of the Town Clerk.

Discussion: \$352.18 was given to the Supervisor for Town Clerk revenue collected in June, 2025, \$24.00 was sent to NYS Department of Agriculture and Markets-Spay & Neuter program for dog licenses sold

Town of Gaines
Town Board Meeting minutes
July 14, 2025

and \$28.34 was sent to NYS DEC for fishing licenses sold. Clerk Cheverie also reported that there are currently 2 vacancies on the Planning Board and she has received letters of interest from Brenda Radzinski, who previously served on the Planning Board and Toni Stark, who previously served on the Board when Zoning and Planning were combined. There is one vacancy remaining on the Zoning Board of Appeals. Also, Jason from Pro Seal & Paving stopped in and left his business card requesting a call when the sealing of the parking lot is going out for bid. She gave the card to Highway Superintendent Radzinski.

Ayes 4; Nays 0

RESOLUTION NO. 62-0725

PRESENTATION AND ACCEPTANCE OF THE SUPERVISOR'S REPORT

Moved by Councilperson Mannella and seconded by Councilperson Ebbs accept the monthly report of the Town Supervisor.

Discussion: Supervisor Allport reported that the Town Bookkeeper, Cassidy Albane has completed the review of the 2022 accounting books and as completed and submitted the 2023 reporting. She is working on the 2024 and they should be done next week.

Ayes 4; Nays 0

RESOLUTION NO. 63-0725

HIGHWAY SUPERINTENDENT'S REPORT

Moved by Councilperson Ebbs and seconded by Councilperson Kirby to accept the report of the Highway Superintendent.

Discussion: Highway Superintendent Radzinski reported 158 gallons of gasoline were used and 236 gallons of diesel were used this month. As of 9/1/2025, his wife will be going on Medicare, so she will no longer need to be covered by Independent Health. Clerk Cheverie was directed to complete the necessary paperwork to end her coverage effective 8/31/2025. The water reading has gone much smoother and there are very few non-reads. He thanked water clerk, Kim Niehaus, for all the work she has done in solving the problems that we were having and cleaning up the billing portion. Highway Superintendent Radzinski stated that he has gotten a quote from Bentley's for a new bush hog in the amount of \$20647.84 minus \$3000.00 trade-in on the current bush hog, for a net cost of \$17647.84 which could come out of the CHIPS money. Councilperson Mannella asked if there is anything wrong with the current bush hog and was told no. He reported that when he had a water problem at his house, the employees had to make several trips back to the highway building to get parts. While that's not very far for his house, some places in the Town would be much longer. He inquired if the CHIPS money might be better spent on a service truck for water calls, that would have compartments to keep parts & supplies right on the truck so when they go to a water call, they would have everything that is needed right on the truck. Highway Superintendent Radzinski indicated that he could investigate that.

**Town of Gaines
Town Board Meeting minutes
July 14, 2025**

The Barre highway superintendent purchased a chassis and then got the box to go on it from Thruway Springs. Councilperson Mannella asked how much CHIPS money is left. Highway Superintendent Radzinski stated he will investigate the exact amount but believes there is approximately \$135,000.00 left and they will be using approximately \$90,000.00 of it for paving which would leave a balance of around \$45,000.00. Highway Superintendent Radzinski will call J-Co, who has done the sealing of the parking lot in previous years and call Jason from Pro Seal & Paving Co. to get quotes for sealing the parking lots and Otter Creek cemetery.

Ayes 4; Nays 0

**RESOLUTION NO. 64-0725
APPROVAL OF ABSTRACTS**

Moved by Councilperson Mannella and seconded by Councilperson Kirby to approve the abstracts, as follows:

General	\$38,837.69
Highway	\$ 5,130.03
Water	\$98,001.51

Discussion: None

Ayes 4; Nays 0

**RESOLUTION NO. 65-0725
AUTHORIZE APPOINTMENT TO THE PLANNING BOARD**

Moved by Councilperson Mannella and seconded by Councilperson Kirby to appoint to the Planning Board, Brenda Radzinski to replace Gerald Monagan, term ending December 31, 2027, and Toni Stark to replace Christopher Watt, term ending December 31, 2026.

Discussion: None

Ayes 4; Nays 0

SUPERVISOR'S COMMENTS: The Town received notice from NYS Department of Taxation that it is time to reappoint the Assessor for the term 10/1/25-9/30/31. Also, Code Enforcement Officer Gifaldi submitted his monthly report. Supervisor Allport thanked him for his work. The Town also received information about FEMA and the Flood Local Law that needs to be adopted to ensure that certain residents can obtain flood insurance. There is a copy of the sample Laws in the packets for all board members. Town Attorney Heath gave him the OK to give this information to the board members. The draft needs to be submitted by 8/15/25. It will be discussed further at the August meeting and Attorney Heath will have the draft law for the Board to review and schedule a Public Hearing for September. The

Town of Gaines
Town Board Meeting minutes
July 14, 2025

Code enforcement officer suggested setting the application fee at \$30.00. Supervisor Allport also reminded Attorney Heath that we need to file the Local Laws that were adopted by the Town Board relating to Solar and Battery Storage.

RESOLUTION 66-0725

REAPPOINT COLEEN PAHURA FROM THE ORLEANS COUNTY REAL PROPERTY OFFICE AS THE ASSESSOR FOR THE TOWN OF GAINES

Moved by Councilperson Kirby and seconded by Councilperson Ebbs to reappoint Coleen Pahura from the Orleans County Real Property Office as the Assessor for the Town of Gaines for the term 10/1/25-9/30/31.

Discussion: Clerk Cheverie to complete the form and return it to the NYS Department of Taxation.

Aye 4; Nay 0

OTHER NEW BUSINESS FROM THE BOARD: None

Supervisor Allport reported that there is a matter that will require the Board to go into executive session relating to a personnel issue, however no further business will be handled after the board exits executive session. To allow the public to address the board, without delaying them, he has now moved to Privilege of the Floor.

PRIVILEGE OF THE FLOOR:

Mrs. Smith inquired when the budget will be prepared. She was advised that discussions will begin in August with the proposed budget being presented in October. She also requested to be put on the list to have her ditch cleaned. Highway Superintendent Radzinski indicated they have begun that process & they should be at her house very shortly.

ADJOURN MEETING TO ENTER EXECUTIVE SESSION TO DISCUSS MATTERS RELATING TO A PERSONNEL ISSUE

Moved by Councilperson Ebbs and seconded by Councilperson Mannella to enter into an executive session at 7:19 PM to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

Discussion: None

Ayes 4; Nays 0

**Town of Gaines
Town Board Meeting minutes
July 14, 2025**

EXIT EXECUTIVE SESSION TO REJOIN REGULAR MEETING

Moved by Councilperson Mannella and seconded by Councilperson Ebbs to exit Executive Session at 7:33 PM.

Discussion: None

Ayes 4; Nays

ADJOURNMENT

Moved by Councilperson Mannella and seconded by Councilperson Ebbs to adjourn the meeting at 7:33PM.

Ayes 4; Nays 0