

Scottsville, New York
January 8, 2026

Regular Town Board Meeting was held January 8, 2026, at 7:00 P.M. at the Wheatland Municipal Building, Scottsville, New York.

Present: Supervisor Jim Kirch
Councilman Steven Call
Councilman Tim Davis
Councilman Carl Schoenthal
Councilwoman Tina Stevens

Absent:
Recording Secretary: Laurie Czapranski, Town Clerk

Also Attending: Mark Boylan, Attorney for the Town
Shanna Fraser, Recreation & Senior Center Coordinator
Cheryl Kisicki, Secretary to the Supervisor

Supervisor Kirch presiding.
Pledge of Allegiance to the Flag.

Oath of Office: Justice Nicole Bayley administered the Oath of Office to Supervisor Kirch, Councilman Davis and Councilman Call.

Roll Call. All Town Board Members present.

Approval of Minutes:

On a motion of Councilwoman Stevens, seconded by Councilman Davis and unanimously carried, the Minutes of December 11, 2025, were approved.

Public Before the Board:

Betsy Musshafen spoke about her own experiences regarding water and being in favor of the proposed water districts. She said she hopes the Board will vote favorably with moving forward with it.

New Business:

Whereas, it was moved by Supervisor Kirch seconded by Councilman Schoenthal and unanimously carried,

Resolution No. 1:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the Professional Services Proposal -Preliminary Engineering Report-Map Plan and Report, SEQR, and Grant Applications in the amount of \$61,425 from LaBella Associates (P2600038).

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal-aye
Councilman Call – aye
Councilwoman Stevens-aye

Whereas, it was moved by Supervisor Kirch seconded by Councilman Schoenthal and unanimously carried,

Resolution No. 2:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to utilize \$61,425 from the unappropriated fund balance for the map, plan and report, SEQR and grant application.

Adopted: Supervisor Kirch-aye
Councilman Davis-aye
Councilman Schoenthal-aye
Councilman Call – aye
Councilwoman Stevens-aye

Upon a motion of Councilwoman Stevens, seconded by Councilman Davis, and unanimously carried, Resolution No. 3 (Sections 1,2, and 3) were approved. (Official Meeting Dates, Banks, & Publications)

Upon a motion of Supervisor Kirch, seconded by Councilman Schoenthal, and unanimously carried, Resolution No. 4 (Section 1) was approved with the addition of Cheryl Kisicki as Confidential Secretary to the Supervisor and Cindy Pfeifer as Budget Officer. (Appointments)

Upon a motion of Councilman Davis, seconded by Supervisor Kirch, and unanimously carried, Resolution No. 5 (Section 1 and 2) were approved. (Appointments: Deputy Supervisor)

Upon a motion of Councilwoman Stevens, seconded by Supervisor Kirch, and carried, Resolution No. 6 (Sections 1, 2 and 3), 2026 Wage Rate Schedule were approved.

Upon a motion of Supervisor Kirch, seconded by Councilwoman Stevens, and unanimously carried, Resolution No.7 was approved. (Appointments-Town Assignments)

Upon a motion of Councilwoman Stevens, seconded by Councilman Davis, and unanimously carried, Resolution No's. 8, 9, 10 & 11 were approved. (Town Insurance, Education, Special Districts, Petty Cash)

Upon a motion of Councilwoman Stevens, seconded by Supervisor Kirch, and unanimously carried, Resolution No. 12 (Sections 1 & 2) were approved. (Superintendent of Public Works)

Upon a motion of Councilwoman Stevens, seconded by Councilman Davis, and unanimously carried, Resolution No's. 13 & 14 were approved. (Small Tool Purchases, Mileage Reimbursement)

Upon a motion of Councilwoman Stevens, seconded by Councilman Schoenthal, and unanimously carried, Resolution No. 15 (Sections 1 & 2) were approved. (Policies & Benefits of Wheatland Employees)

Upon a motion of Councilwoman Stevens, seconded by Supervisor Kirch, and unanimously carried, Resolution No. 16, 17 & 18 (Sections 1 & 2) were approved. (Fee Schedule, Town Engineers, Policy for Appointive Board Stipends)

ORGANIZATION OF THE TOWN BOARD:

RESOLUTIONS:

No. 3. Official Meeting Dates, Banks, and Publications:

Sec. 1. That: Regular meetings of the Town Board shall be held on the second Thursday of each month. All meetings with the exception of January, will begin promptly at 6:00 P.M. (February-December). January will begin at 7:00 P.M. Special meetings or workshops may be called at any time. Cancellation of meetings may occur with sufficient public notice. (See meeting schedule for correct time and place.)

Sec. 2. That: Pursuant to Section 64-1 of the Town Law, the Town Board designates Canandaigua National Bank, Chili Branch, as the depository for all Town Funds of all its officers, departments, and Special Districts. Additional banks will be used in accordance with the Town's Finance Policy.

Sec. 3. That: Pursuant to Section 64-11 of the Town Law, the Town Board hereby designates the Sentinel and the Gannett Newspaper of Rochester as the official newspapers for the Town of Wheatland.

No. 4. Appointments:

Sec. 1. That: The following persons are appointed/reappointed to their respective offices and positions for the year beginning January 1, 2026, and ending December 31, 2026.

Mark Boylan	Attorney for the Town
Cheryl Kisicki	Confidential Secretary to the Supervisor
Cindy Pfeifer	Budget Officer

No. 5. Appointments:

Sec. 1. Deputy Supervisor

That: Pursuant to Section 42 of the Town Law, the Town Board hereby establishes the office of Deputy Supervisor, and pursuant to said Law, he/she shall be vested with the powers and may perform all the duties of the Supervisor under this Chapter or any other law, subject to the limitations described herein. Subject to the Deputy Supervisor assuming his/her office, he/she must take an official undertaking in the manner described in Section 25 of this Chapter. The Town Board shall fix the compensation which the Deputy Supervisor shall receive. Such compensation may be in addition to any other compensation he/she may receive as a Town Officer, Town Official, or Town Employee.

Sec. 2. That: The Supervisor hereby appoints Councilman Schoenthal as Deputy Supervisor.

No. 6. Salary Pay Schedule:

Sec. 1. That: The salaries for various positions are hereby established effective January 1, 2026 through December 31, 2026.

Sec. 2. That: Hourly pay schedule for 2026 follows:

A. Twenty-six (26) bi-weekly pay periods for all Town employees.

Sec. 3. That: The Supervisor is authorized to deposit all idle funds in an interest bearing account in accordance with the Town's Finance Policy.

2026 Wage Rate Schedule

Salaried	2026	Per PP
SUPERVISOR	37,243.77	1,432.45
Confidential Secretary	21,854.54	840.56
DEPUTY SUPERVISOR	1,236.00	47.54
TOWN COUNCIL (EACH)	9,231.89	355.07
TOWN JUSTICE (EACH)	21,936.94	843.73
TOWN CLERK/TAX COLLECTOR	69,270.59	2,664.25
BOOKKEEPER/BUDGET OFFICER	30,900.00	1,188.46
JUNIOR ACCOUNTANT	5,150.00	198.08
HIGHWAY SUPERINTENDENT	94,955.70	3,652.14
ASSESSOR	30,000.00	1,153.85
DIRECTOR OF RECREATION -P/T	30,552.86	1,175.11
DOG CONTROL OFFICER	14,109.97	542.69
DOG CONTROL OFFICER -Deputy	5,591.87	215.07
ATTORNEY FOR THE TOWN	225.00	
HISTORIAN	4,784.35	184.01
NUTRITION CENTER COORDINATOR	27,858.17	1,071.47

Hourly	2026
BLDG INSPECTOR/FIRE MARSHALL	49.50

STEP
4

	3	48.29
	2	47.11
	1	44.87
ASSISTANT FIRE MARSHALL P/T	4	30.15
	3	29.41
	2	28.63
	1	27.31
BLDG INSPECTOR P/T	4	30.15
	3	29.41
	2	28.63
	1	27.31
DEPUTY CLERK F/T	4	23.19
	3	22.59
	2	22.05
	1	21.00
DEPUTY CLERK/HR F/T	4	28.36
	3	27.68
	2	27.01
	1	26.34
CLERK TYPIST	4	22.22
	3	21.64
	2	21.11
	1	20.10
CLERK TO TOWN JUSTICE	4	22.22
	3	21.64
	2	21.11
	1	20.10
COURT ATTENDANT		
CREDENTIALLED		24.35
NON CREDENTIALLED		18.26
FOREMAN	2	36.10
	1	34.37
HEO & MECHANIC (Class A)	4	31.31
	3	30.56
	2	29.81
	1	28.40
MEO (CDL)	4	27.04
	3	26.36
	2	25.74
	1	24.50
LABORER F/T	4	22.82
	3	22.27
	2	21.73
	1	20.69

LABORER P/T	4	22.82
	3	22.27
	2	21.74
	1	20.69
WATER SAFETY INSTRUCTOR		20.08
WATER SAFETY INSTRUCTOR P/T	2	19.47
	1	18.26
RECREATION LEADER P/T	4	22.22
	3	21.64
	2	21.11
	1	20.10
REC ASST FOR SMALL PROGRAM	3	19.17
	2	18.75
	1	18.26
JR WATER SAFETY INST P/T	2	18.75
	1	18.26
REC ASST LARGE PROGRAM	1	19.47
LIFEGUARD	1	19.47
NUTRITION CENTER AID	4	20.45
	3	19.97
	2	19.47
	1	18.26

No. 7. Appointments:

Town Appointments for 2026:

Councilman Davis:

Fire Departments
Facilities

Councilwoman Stevens:

Dog Control

Councilman Schoenthal:

Trail Towns/Parks/Oatka Creek Watershed

Councilman Call:

Planning Board

No. 8. Town Insurance Agent:

Sec. 1. That: Tompkins Insurance Agencies, Inc., 90 Main Street, Batavia, NY, hereby is named as the Town's Insurance Agent, with all policies to be handled with their advice.

No. 9. Education of Town Employees:

Sec. 1. That: Town Officers or employees in order to further their knowledge of Town Government in the performance of their duties may attend meetings with consent of the Town Board, including the Annual Association of Towns Meeting, and be compensated for the ordinary expenses of travel, meals, and lodging. Vouchers must be submitted for all out-of-pocket expenses including meals. Cost to be approved by the Town Board and paid out of their respective budgets.

No. 10. Special Districts:

Sec. 1. That: The Town Board, as Commissioners of the Town's Special Districts, pursuant to Section 29-16 of the Town Law, does hereby designate the Supervisor to perform the duties of administration and supervision for all Special Districts on behalf of said Board.

No. 11. Special Funds:

Sec. 1. That: Pursuant to Town Law Section 64(a), the Town Board establishes and approves the following Petty Cash Funds, not to exceed:
\$150.00, to be maintained and disbursed by the Town Clerk
\$200.00, to be maintained and disbursed by the Tax Collector
\$75.00, to be maintained and disbursed by the Court Clerk
\$20.00, to be maintained and disbursed by the Historian
\$50.00, to be maintained and disbursed by the Senior Center
\$100.00, to be maintained and disbursed by the Recreation Coordinator

No. 12. Superintendent of Public Works:

Sec. 1. That: Pursuant to Chapter 77 of the Town of Wheatland Code, the Town Board hereby appoints Brian Turner as Superintendent of Public Works, as defined in said Chapter, to oversee the Northeast Sanitary Sewer District.

Sec. 2. That: The Wheatland Town Board hereby appoints Brian Turner as Director of Parks for the Town of Wheatland.

No. 13. Small Tool Purchases:

Sec. 1. That: Pursuant to Section 142-1a of the Highway Law, the Highway Superintendent is authorized to purchase tools and equipment without prior approval of the Town Board in amounts not to exceed \$5,000.00, and not to exceed the budget.

No. 14. Mileage Reimbursement:

Sec. 1. That: Pursuant to 102-1 of the Town Law, mileage allowance of 72.5 cents per mile is to be paid to Town officers and employees for use of private autos while on official Town business. All claims shall be itemized on an approved town form and audited. Claims will be approved, or paid, within 30 days of the end of the fiscal year.

No. 15. Policies and Benefits of Wheatland Employees:

Sec. 1. That: The Town Board of the Town of Wheatland approves all rules, regulations and benefits set forth in the document entitled "TOWN OF WHEATLAND EMPLOYEE HANDBOOK" adopted by Resolution of the Wheatland Town Board on November 16, 2017, including any adopted changes since that date.

Sec. 2. Holiday Schedule per handbook for 2026:

1. NEW YEAR'S DAY	THURSDAY	JANUARY 1
2. MARTIN LUTHER KING DAY	MONDAY	JANUARY 19
3. PRESIDENT'S DAY	MONDAY	FEBRUARY 16
4. GOOD FRIDAY	FRIDAY	APRIL 3
5. MEMORIAL DAY	MONDAY	MAY 25
6. JUNETEENTH	FRIDAY	JUNE 19
7. INDEPENDENCE DAY	FRIDAY	JULY 3
8. LABOR DAY	MONDAY	SEPTEMBER 7
9. COLUMBUS DAY	MONDAY	OCTOBER 12
10. VETERAN'S DAY	WEDNESDAY	NOVEMBER 11
11. THANKSGIVING	THURSDAY	NOVEMBER 26
12. CHRISTMAS	FRIDAY	DECEMBER 25
13. CHRISTMAS	MONDAY	DECEMBER 28

No. 16. Fee Schedule for the Town of Wheatland:

Sec. 1. That: The Wheatland Town Board approves the adopted fee schedule and will make changes by resolution when appropriate.

No. 17. Town Engineers:

Sec. 1. That: The Town of Wheatland will retain engineers when projects require these services.

No. 18. Policy for Appointive Board Stipends:

Sec. 1. That: Stipends will be paid annually at the end of the fiscal year to each appointive board member according to the following schedule and eligibility criteria:

Assessment Review Board:

Chair- \$80.00 annually for serving on board
 Member- \$50.00 annually for serving on board

Planning Board:

Chair- \$80.00 per meeting for serving on board
 Member- \$50.00 per meeting for serving on board

Zoning Board:

Chair- \$80.00 per meeting for serving on board
 Member- \$50.00 per meeting for serving on board

Sec. 2. Criteria for Planning and Zoning Boards:

1. Attend 80% of scheduled meetings.
2. Board Members will only be paid for one board per night.
3. All first-year members are required to attend County/State training programs relating to board membership. Training program to be approved prior to attendance by Town Board.
4. All board members are required to participate annually in an approved in-service training course relating to board membership.
5. Internet instructional material relating to board membership may be used to fulfill the in-service training requirement. All internet material must be approved by both the chair and the Town Board prior to the end of March of the current year. Board member must submit written summary of the material upon completion.

6. All requirements need to be completed by the 15th of December of the current year. Vouchers must be submitted in time for the second abstract of December. Vouchers not submitted for the second abstract will not be paid, and money forfeited.

Supervisor's Report:

- Results of the water survey will be posted on website soon.
- Met with companies regarding GIS software
- Town wide reval, 2026-2027 plan.
- Financial software demo.
- Website & AV committee to be formed.

Department Reports (Submitted previously):

Town Clerk
Budget Officer
Highway Superintendent
Assessor
Building Inspector/Fire Marshal
Recreation
Senior Center

Shanna Fraser reported on the Festival of Lights and said it was a successful event and well attended with between 400 and 500 people. There were several compliments on the event and others inquiring about it happening again this year.

Correspondence:

1. Lauren Kelly, Dir. Govt. Affairs, Charter Communications, re: Changes in Programming.
2. Robert Gall to Supervisor Kirch and Town Board, re: Interest in a town-wide re-evaluation.
3. Terry Rech, Building Inspector, re: Opinion letter regarding past, present and future use of 2226 North Road.
4. Christopher Koetzle, Executive Director Association of Towns to Laurie Czapranski, Town Clerk, re: Information for newly elected officials.

Mike Cocquyt of LaBella Associates gave a presentation on Freeman Park Funding Opportunities.

New Business continued:

Whereas, it was moved by Councilwoman Stevens, seconded by Supervisor Kirch and unanimously carried,

Resolution No. 19:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland appoints the following Chairpersons for 2026:

- a. Planning Board-Jay Coates
- b. Zoning Board-Michael Grasso

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Review of vouchers for Abstract: January -Councilman Davis, February-Councilman Schoenthal, March-Councilman Call, April-Councilwoman Stevens, May-Councilman Davis, June-Councilman Schoenthal, July-Councilman Call, August-Councilwoman Stevens,

September-Councilman Davis, October-Councilman Schoenthal, November-Councilman Call, December-Councilwoman Stevens

The 2025 Department Audits will be conducted on Monday, January 12, 2026.

Whereas, it was moved by Councilwoman Stevens seconded by Councilman Davis and unanimously carried,

Resolution No. 20:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2026 Agreement with Mark S. Boylan, Attorney for the Town.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Davis seconded by Supervisor Kirch and unanimously carried,

Resolution No. 21:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants authorization for the temporary assignment of the Town of Wheatland Justices to preside in other town or village courts in the Seventh Judicial District as need arises during the year 2026, and further requesting approval of the temporary assignment of Judges from other town or village courts in the Seventh Judicial District to its court as need arises during the year 2026.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilwoman Stevens seconded by Supervisor Kirch and unanimously carried,

Resolution No. 22:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland agrees to pay the Association of Towns Membership Dues for 2026 in the amount of \$1,100.00.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Davis seconded by Councilman Schoenthal and unanimously carried,

Resolution No. 23:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2026 Agreement with the Scottsville Free Library and Mumford Branch.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Schoenthal seconded by Supervisor Kirch and unanimously carried,

Resolution No. 24:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants approval to form a website and A/V services procurement committee to develop criteria from which to seek website services and A/V services (to include streaming) from qualified providers. Process to be consistent with the Town of Wheatland Procurement Policy.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Supervisor Kirch seconded by Councilman Schoenthal and unanimously carried,

Resolution No. 25:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants approval of the following members of the Website and A/V Services Committee: Jim Kirch, Carl Schoenthal, Mark Turner, Shanna Fraser, Jay Coates and Cheryl Kisicki.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Supervisor Kirch seconded by Councilman Davis and unanimously carried,

Resolution No. 26:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland upon the recommendation of the Town Justices, approval to hire Eloiza Miranda as Court Clerk at a rate of \$20.10 per hour for 20 hours per week, effective immediately.

Adopted: Supervisor Kirch – aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilwoman Stevens seconded by Supervisor Kirch and unanimously carried,

Resolution No. 27:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign a contract with BRL Entertainment for DJ Services for the Sweetheart Dance of February 13, 2026, at a cost of \$275.00.

Adopted: Supervisor Kirch– aye
Councilman Davis-aye
Councilman Schoenthal – aye
Councilman Call- aye
Councilwoman Stevens-aye

Whereas, it was moved by Councilman Davis seconded by Supervisor Kirch and unanimously carried,

Resolution No. 28:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants approval of a Donnelly House permit for the Friends of the Scottsville Free Library to hold a meeting from 5 PM-7 PM on January 12, 2026, fee to be waived.

Adopted: Supervisor Kirch- aye
 Councilman Davis-aye
 Councilman Schoenthal – aye
 Councilman Call- aye
 Councilwoman Stevens-aye

There was discussion on personal electronic devices and Town of Wheatland account usage. The Attorney for the Town recommended using the Town of Wheatland provided applications when using personal devices for town business.

Abstract:

Upon a motion of Supervisor Kirch, seconded by Councilwoman Stevens and unanimously carried, the Abstract dated December 15, 2025, with voucher numbers 20250968 through 20260007 in the amount of \$5,817.39, and January 6, 2026, with voucher numbers 20260008 through 20260081 in the amount of \$179,037.85 were approved provided that all bills are paid out of their respective funds after proper audit.

Fund	Description	Amount
A	GENERAL FUND A	\$4,270.07
	GENERAL FUND B	66.14
DA	HIGHWAY DA	1,481.18
Grand Total:		\$5,817.39

Fund	Description	Amount
A	GENERAL FUND A	\$66,254.42
B	GENERAL FUND B	4,251.85
DA	HIGHWAY FUND DA	94,098.85
DB	HIGHWAY FUND DB	2,267.45
	MUMFORD LIGHT	1,107.78
	MUMFORD REFUSE	6,288.78
	ROLLING ACRES REFUSE	1,521.84
	FAIRVIEW REFUSE	447.60
	NORTHEAST SEWER	1,075.28
TA	TRUST & AGENCY FUND TA	1,724.00
Grand Total:		\$179,037.85

Upon a motion of Supervisor Kirch, seconded by Councilwoman Stevens, and unanimously carried, the meeting was adjourned at 8:09 P.M.

Laurie B. Czapranski

Wheatland Town Clerk