

REGULAR TOWN BOARD MEETING

Town of Tully

Location: 5833 Meeting House Rd, Tully, 13159

12/10/2025

Members' Present:

Supervisor John Masters
Councilor John Snavlin
Councilor Frank Speziale
Councilor Christopher Chapman
Councilor David Meixell
Town Clerk Susan Vaccaro, RMC

Others Present:

Financial Officer Tom Chartrand
Town Attorney Robert DeMore
Highway Superintendent John Herold
and residents Kelly R. Emily L. Michael V.
Del W.

CALL TO ORDER

Supervisor Masters called the meeting to order at 7:30 and led in the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the November 12th meeting were made available via email to all board members.

Motion was made by Councilor Speziale and seconded by Councilor Chapman.

Motion carried. Ayes 5 Nays 0

VOUCHERS

Motion to approve the vouchers was made by Councilor Snavlin and seconded by Councilor Meixell.

Motion carried. Ayes 5 Nays 0

FINANCIAL REPORT

Tom reviewed receipts and disbursements as follows:

Interest Earnings / Investments

- Interest rates at NBT Bank and the Town's investment account (NYCLASS or similar fund) are currently **just under 4%**, trending downward after a recent Federal Reserve **¼-point rate cut**.
- The Town anticipates the effective rate will likely settle around **3.5%** going forward, with NYCLASS typically adjusting more quickly than NBT.

Workers' Compensation Dividend

- The Town received a **loyalty award / dividend** from its workers' compensation carrier.
- This is unexpected revenue and will assist in next year's budget; it effectively functions as a refund of excess contributions from the prior year.

2025 Year-to-Date Budget Status

Tom summarized current budget status as follows:

- **General Fund**
 - Expenditures at approximately **71%** of annual budget.
 - Revenues at approximately **101%** of budget, aided by stronger-than-expected receipts including court fees, permit/"template" fees, and the workers' comp dividend.
 - Note: A planned year-end transfer to reserves will skew the final expenditure percentage slightly.
- **Highway Fund**
 - Expenditures at approximately **71%** of budget.
 - Revenues at approximately **92%** of budget.

- **Ambulance Fund**
 - Expenditures at approximately **78%** of budget.
 - Revenues at approximately **119%** of budget, driven by ambulance recoveries.

Overall, Tom reported that the Town is in a favorable financial position entering year-end.

Acceptance of Financial Report

Motion by **Councilor Speziale** to accept the monthly financial report as presented. Second by **Councilor Meixell**.

- **Vote:** All in favor. Motion carried unanimously.

Budget Transfers – General & Ambulance Funds

Tom presented a **budget transfer sheet** which is included below:

TOWN OF TULLY

December 10, 2025

To: Town Board
 From: Tom Chatrand
 Re: Budget Transfers

GENERAL FUND
 From: Assessor 550.00
 A1355.4 Contractual
 A1990.4 Contingent 1,450.00
 2,000.00
 =====

To: Justices 1,000.00
 A1110.4 Contractual
 A1355.1 Assessor 550.00
 A1410.4 Town Clerk 450.00
 2,000.00
 =====

AMBULANCE
 From: Ambulance(F/FF/EMT) \$1,400.00
 SM4540.1 Employee Benefits 4,000.00
 SM9060.8
 Total \$5,400.00
 =====

To: Ambulance(PT/FF/EMT) \$1,400.00
 SM4543.1 Ambulance(Overtime) 4,000.00
 Total \$5,400.00
 =====

Motion to approve Budget Transfers was made by Supervisor Masters and seconded by Councilor Snavlin.

Motion carried. Ayes 5 Nays 0

Motion to authorize the Town Supervisor to make any necessary end-of-the-year transfers was made by Councilor Meixell and seconded by Councilor Speziale.

Motion carried. Ayes 5 Nays 0

BANK RECONCILIATION

The Board reviewed the monthly **bank reconciliation** provided by the bookkeeper. Motion made by **Supervisor Masters** to accept the monthly bank reconciliation. Second by **Councilor Snavlin**. No questions or discussion.

Motion carried. Ayes 5 Nays 0

Organizational Meeting

Motion to set the 2026 organizational meeting for January 14th at 7:30pm. Motion by Supervisor Masters. Second by Councilor Snavlin.

Motion carried. Ayes 5 Nays 0

HIGHWAY

Highway Superintendent **John Herold** reported on recent activities:

- **Snow & Winter Operations**
 - Went out **11 times in November** and **16 times so far in December** for plowing and salting operations.
 - Salt and sand usage is increasing as expected with early season storms, but remains within anticipated levels.
- **Equipment & Repairs**
 - A notable repair was replacement of **plow lights on the 2019 Western Star**, which were described as "pretty expensive."
 - The **2011 International truck** was sold through **Auctions International** for **\$22,600**, which exceeded expectations and is viewed as a good result. The purchaser was reportedly the **City of Utica**, whose fleet equipment is aging.
- **CHIPS Funding**
 - The **CHIPS reimbursement** is expected to be received and deposited by year-end, which will assist in balancing the highway budget.
 - Additionally, there was a brief question from Rotary /forest group about responsibility for a **walking trail** tied to the project. John indicated that such a trail would likely fall under **Parks & Recreation (Sarah)** rather than Highway, although Highway could coordinate as needed. Brief discussion.

AMBULANCE

Ambulance Captain Chad Wakula reported as follows:

- **Call Volume** November call volume was **49 calls**.
- **Personnel** **Dan Malhern** has returned to work, which has eased scheduling pressures.
- One ambulance (A-1) had **oil changes** and **tire pressure sensors** replaced; the sensors were described as quite expensive.
- Ambulance **A-2** required replacement of the **thermostat** and **front heater core**, which have been completed.

PARKS & RECREATION

No report.

FIRE

- Ben Bibik reported briefly: **LOSAP (Length of Service Award Program)**

- o At a recent community vote (held the previous Friday), voters **approved a LOSAP program** (retirement plan) for active, participating volunteer members of the department.
- o The program is expected to **go into effect in the coming year** and will provide up to a **five-year lookback** for currently active members, per the program's formula.
- o LOSAP is intended to aid recruitment and retention; it will be funded through a **separate tax line**.
- **New Apparatus**
 - o The newly purchased **mini-rig** is expected to **return to service shortly** after installation of two SCBA or equipment brackets.

APPOINTMENTS & REAPPOINTMENTS

Supervisor Masters reported that in addition to Gary Malone being reappointed as fire commissioner at a prior meeting, several other appointments needed to be made.

Motion by Supervisor Masters, second by Councilor Meixell to **reappoint Will Hackett to the Planning Board** for a new **seven-year term** beginning 1/1/2026.

Motion carried. Ayes 5 Nays 0

Motion by Councilor Snavlin, second by Councilor Speziale to **reappoint Joseph Panzarella to the Zoning Board of Appeals** for a new **five-year term** beginning 1/1/2026.

Motion carried. Ayes 5 Nays 0

Motion by Supervisor Masters, second by Councilor Chapman to **reappoint Abbey Proulx to the Grievance Board of Assessment Review** for a new **five-year term** beginning 1/1/2026.

Motion carried. Ayes 5 Nays 0

Motion by Councilor Speziale, second by **Councilor Snavlin that the audits of both the town clerk and tax collector were completed in November of 2025.**

Motion carried. Ayes 5 Nays 0

Next, The Supervisor reported that the Town has had **numerous heating and air-conditioning repairs** in recent months across Town facilities. In response, he requested a **maintenance proposal** from **J. Mapstone**.

Proposal Summary

- **12-month heating and cooling maintenance plan** covering Town building systems.
- Includes **twice-yearly visits** (one focused on heating systems, one on air conditioning) to clean, test, and tune equipment.
- Does **not** include the cost of any repairs outside of routine maintenance.
- Proposed annual fee: **\$2,768**.

The Supervisor and Board discussed after which came the following motion:

Motion by Councilor Meixell, second by **Councilor Snavlin** to enter into a one-year contract for \$2768.00 with J. Map Services for heating and cooling services.

Motion carried. Ayes 5 Nays 0

Election Law changes

Supervisor Masters advised that there had been some changes to election law. Brief discussion followed.

Next, there was discussion regarding the **Tully Newsletter** and timely delivery which has been a bit of an issue. Lengthy discussion followed with changes to be made regarding deadlines. It was decided that late submissions will not delay the issue. At the **organizational meeting**, the Board will adopt and publish a **calendar of newsletter deadlines for the year**, so departments and organizations can plan ahead. (This suggestion was raised from the floor, and the Board agreed it was a good idea. Staff will track **performance and timing** (when the file is sent, when BOCES prints, when it reaches the post office, and when it is delivered) to identify and correct bottlenecks. No formal resolution was adopted, but the Board gave clear direction as to process and expectations.

Next, the **Blueway's Greenways grant** was briefly discussed, that being the plan for a sidewalk from the Tully High School to Green Lake. Brief discussion ensued.

Tully Rotary Microforest & Pollinator Garden Project

Del Wayne continued his discussion from last month and handed out a brochure regarding the plan for a microforest and pollinator garden.

Concept Overview

- The concept is to create a dense “**microforest**” that can develop forest-like structure in a relatively short period (10–20 years) by planting a high density of seedlings.
- A **pilot planting area** of approximately **40' x 40'** (or similar) has been identified near the **baseball field batting cage**, at the southeast corner where mowed turf meets the playing field.
- The initial cell would contain roughly **300 tree seedlings** planted closely together, with **pollinator-friendly plantings** around the perimeter.

After some discussion, the Board expressed support for the project. Thus came the following motion:

Motion by Supervisor Masters, second by Councilor Speziale to **approve the Tully Rotary microforest and pollinator garden project** as proposed, authorizing Rotary to proceed with detailed planning, site preparation, coordination with Parks & Rec and the Planning Board, and initial planting in the identified area near the baseball field.

No further questions or discussion.

Motion carried. Ayes 5 Nays 0

LEGAL

No report

There being no further business, the following motion was made:

Motion to adjourn the meeting at **8:35pm**. Motion was made by **Councilor Snavlin** and seconded by Councilor Chapman.

Motion carried. Ayes 5 Nays 0

CERTIFICATIONS (OPEN MEETINGS LAW §106 COMPLIANCE)

These minutes capture motions, proposals, resolutions, and their votes, and summarize other matters discussed at the open meeting. Any documents adopted herein are on file with the Town Clerk.

Susan Vaccaro,
Tully Town Clerk