

**Town of Eaton, Madison County, NY Annual Organizational & Regular Monthly Meeting
January 13th, 2026**

**Eaton Town Council Annual and Regular Board Meeting Minutes,
Tuesday, January 13th, 2026 at 6:00 pm
Town of Eaton Office Building, 35 Cedar Street, Morrisville, New York, there were
present:**

Joseph Wicks, Supervisor
Jeff Golley, Councilmember
Dave Verne, Councilmember - Absent
Stephen Dickerson, Councilmember - Absent
Jean Hilts, Councilmember
Dean Curtis, Town Clerk
Larry Phillips, Highway Superintendent

Also present: Amy Will, Secretary to Supervisor, Jim Kellmerten, Becky Rochin,
Don Bigelow, Celeste Amaral, Ken Masker

Call to order & Welcome: The Meeting opened at 6:00 pm with the Pledge of Allegiance.

PUBLIC COMMENT (5 min):

Don Bigelow – Canal Association looking for more supervisors, gave update on lakes and high water levels.

Becky Rochin – wanted to thank the highway department to keep the roads clear.

Celeste Amaral – Inquired about how Assessment Revaluations work, the short answer is an assessment revaluation is a municipal-wide process that resets all property assessments to their current, equitable market value to ensure a fair distribution of the tax burden. Assessors analyze recent sales and property data to adjust valuations, typically every 5–7 years, which may increase, decrease, or maintain tax level. In discussing this with our Town Assessor Brian Fitts he would be glad to go over this with anyone in person to help them understand the process in more detail.

Ken Masker – also wanted to thank the highway department for maintaining the roads, inquired about an update on the speed study for Westcott Road, also inquired about town wide reassessment, Supervisor Wicks commented on Town of Eaton being part of a CAP – Consolidated Assessment Program with Towns of Georgetown, Lebanon and Eaton and it is in the works. Wanted to let the Town know that they are beavers back in Hatchlake.

ANNUAL ORGANIZATIONAL MEETING:

RESOLUTION 2026- 1 : Open Annual Organizational Meeting

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that Town Board open Close Public Comment and begin the Annual Organizational Meeting at 6:15 pm.

ELECTED OFFICIAL INFORMATION:

Paula Highers, Justice: 4 year. Term 01-01-2024 thru 12-31-2027
Larry Phillips, Highway Superintendent: 3 year. Term 01-01-2026 thru 12-31-2028
Joseph Wicks, Town Supervisor: 4 year. Term 01-01-2024 thru 12-31-2027
Stephen Dickerson, Councilperson: 4 year Term 01-01-2024 thru 12-31-2027
Jean Hilts, Councilperson: 4 year Term 01-01-2024 thru 12-31-2027
Dave Verne, Councilperson: 3 year Term 01-01-2026 thru 12-31-2028
Jeff Golley, Councilperson: 3 year Term: 01-01-2026 thru 12-31-2028
Dean Curtis, Town Clerk/Tax Collector/Registrar/Records Management Officer: 3 yr. Term: 01-01-2026 thru 12-31-2028

STAFFING & CONTRACTUAL APPOINTMENTS & RE-APPOINTMENTS:

1) 1 Year Appointments: Commencing January 1, 2026 through December 31, 2026

RESOLUTION 2026- 2 : Annual Appointments for Positions as Listed.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the following appointments for 1/1/2026 – 12/31/2026 as follows:

- Historian – Susan Greenhagen
- Court Clerk – Brenda Herrick
- Deputy Supervisor – Jean Hilts
- Dog Control Officer – Sheila Garrett
- Zoning & Codes Enforcement Officer – Larry Cesario
- Building Safety Inspector – David Smith
- Deputy Town Clerk – Christine Boyden
- Planning Board/Zoning Board of Appeals Clerk– Christine Boyden
- Secretary to Codes – Dean Curtis
- Budget Officer – Joseph Wicks
- Sexton: Pratts Hollow Cemetery-Brenda Taylor \$ 800.00 paid annually
- Sexton: Route 46 Cemetery (Fairview) Ray O’Herion no compensation
- Supervisor’s Clerk/Bookkeeper/Secretary: Amy Will

2) 1 Year Contractual Appointments: Commencing January 1, 2026 - December 31, 2026

- Attorney for the Town - Costello, Cooney & Fearon

RESOLUTION 2026- 3 : Annual Contractual Appointment for Town Attorney.

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On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0
Resolved that Costello, Cooney & Fearon, PLLC be the town attorneys for 1 year commencing 1/1/2026 – 12/31/2026.

COMMITTEE APPOINTMENTS:

BOARD OF ASSESSMENT REVIEW:

RESOLUTION 2026- 4 : Board of Assessment Review:

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0
Resolved that Town Board appoint two vacancies to complete the remaining terms for Board of Assessment Review.

Board of Assessment Review: \$150.00 each-paid annually (5 year terms)

Aaron Deland 1/1/2026 - 09/30/2028 to replace Marie Smith

Paul Rhyde 1/1/2026 - 09/30/2027 to replace Debra Clark

John Vaughn 10/01/2024 - 09/30/2029

JOINT BOARD OF APPEALS AND ZONING BOARD APPOINTMENTS:

RESOLUTION 2026- 5 : Planning/Zoning Board of Appeals Terms.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0
Resolved that combined Planning/Zoning Board members are appointed by the Town Board for a term of seven (7) years, resulting in a staggering of terms as listed above with alternate members being appointed yearly at the Town Board Organizational Meeting.

Planning/Zoning Board - January 27, 2026 at 7PM (4th Tuesday of each month)

7-person board – For a Term Expiring

- Don Bigelow: 12/2026

- James Crowell: 12/2027

- Aaron Deland: 12/2028

- Michael Johnston: 12/2029

- Denise Lodor-Morris: 12/2030

- Mike Mazza, 12/2031

- Paul Rhyde: 12/2032

Alternate members:

- Shane Gallup: 12/2026

- Charlie Page: 12/2026

RESOLUTION 2026- 6 : Planning/Zoning Board of Appeals Annual Chair Appointment.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that Mike Mazza is appointed Chair of the combined Planning/Zoning Board of Appeals from 1/1/2026-12/31/2026

RESOLUTION 2026 - 7 : Appointments by Supervisor. - TABLED

On a motion of Councilmember _____, seconded by Councilmember _____, the following resolution was: ADOPTED: Ayes: 0, Nays: 0, Abstained: 1 Jean Hilts

Resolved that Jean Hilts be appointed as Deputy Supervisor for 1/1/2026-12/31/2026

Annual Reorganizational Resolutions:

RESOLUTION 2026- 8 : Official Newspaper – Oneida Daily Dispatch.

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that Oneida Daily Dispatch be designated as the Town’s official newspaper.

RESOLUTION 2026- 9 : Official Bank – Community Bank.

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that Community Bank be designated as the Town’s official bank.

RESOLUTION 2026- 10 : Authorize Issuance of Payroll – Bi Weekly and Bi-Annually.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that the issuance of payroll on either bi-weekly or bi-annually basis be authorized.

RESOLUTION 2026- 11 : Designate Town Board Meetings.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that Town Board Meetings are designated to be held on the Second Tuesday of each month, at 6:00 p.m. at the Town Office Building at 35 Cedar Street, Morrisville, NY 13408

- *Legal notice posted to Oneida Daily Dispatch Affidavit 2790711 NY0167562*

RESOLUTION 2026- 12 : Approval of Designated Polling Places.

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following

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resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that the polling locations for the Town of Eaton 2 Districts be held at the Cornell Cooperative Extension Building, 100 Eaton Street, Morrisville

- Emailed to boecommissioners@madisoncounty.ny.gov along with designated polling places
02/03/2026

RESOLUTION 2026- 13 : Authorize Mileage Reimbursement at .725 cents/mile.

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that 2024 Town mileage reimbursement rate be in accordance with NYS & Federal rate of .725 cents per mile.

RESOLUTION 2026- 14 : Authorization of Pre-Pays of Bills.

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that authorization is given for advance payment of certain monthly bills such as electric, telephone, internet, postage, insurances relating to heal and dental, property, automobile, liability, and surety be paid as pre-pays. *(Bills that are paid in advance will be listed on the next available abstract and designated as prepaid)*

RESOLUTION 2026- 15 : Town of Eaton Observation of Holidays.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that Town of Eaton observes the following as legal Holidays, Town offices will be closed on these days.

Friday, January 1, 2027	New Year's Day
Monday, January 19, 2026	Birthday of Martin Luther King, Jr.
Monday, February 16, 2026	Washington's Birthday
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth National Independence Day
Monday, September 1, 2026	Labor Day
Monday, October 12, 2026	Columbus Day
Wednesday, November 11, 2026	Veterans Day
Thursday, November 26, 2026	Thanksgiving Day
Friday, December 25, 2026	Christmas Day

RESOLUTION 2026- 16 : Close the Organizational meeting.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0,

Resolved that Organizational meeting be closed and continue with Regular Town Board Meeting.

TOWN OF EATON
TOWN BOARD RESOLUTION 16-2026
January 13, 2026

WHEREAS, the Town of Eaton Council has reviewed Supervisor Wicks recommendations for appointments, rates of pay, official newspaper meeting times, as well as other organizational data, and

THEREFORE BE IT RESOLVED, that the Town Board of the Town of Eaton accepts the recommendations and data as submitted.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Jean Hilts	Councilor	Voted	Yes
Stephen Dickerson	Councilor	Voted	Absent
David Verne	Councilor	Voted	Absent
Jeff Golley	Councilor	Voted	Yes
Joseph Wicks	Supervisor	Voted	Yes

The foregoing resolution was thereupon declared duly adopted.

With the Organizational Meeting completed, Supervisor Wicks closed the Organizational Meeting and continued the Regular Meeting at 6:21 pm. Motion by Councilmember Hilts, Second by Councilmember Golley. All ayes, Motion Carried

REGULAR MONTHLY MEETING:

CODES OFFICER REPORT:

Town of Eaton
Codes Officer Report

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12/01/2025 - 12/31/2025

Type	Date	Comment	Name	Fee
Building Permit	12/01/2025	#58-25 10x20 Shed	Woodcock, Mike	140.00
Building Permit	12/04/2025	#60-25 4'6 x 12 Front Deck	Sisson, Deborah	178.28
Building Permit	12/15/2025	#62-25 Heat Pump	Masker, Ken	110.00
Building Permit	12/17/2025	#63-25 Wilcox Rd Cell Tower	Global Tower Partners	170.00
Building Permit	12/30/2025	#65-25 100 x 100 Add	Oneida Madison Elec	4150.00
Building Permit	12/30/2025	#57-25 3514 English Ave	Decock, Tanya & Robert	961.90
Building Permit Ren	12/30/2025	#30-21 3046 Sanford Rd	Perry, Mike	150.00
Demo Permit	12/05/2025	#59-25 5829 Brooklyn St	Dillon, Julia	110.00
Bad Check Fee	12/30/2025	NSF fee Hatch Custom Build	Decock, Tanya & Robert	20.00
		Total		\$5,990.18

TOWN CLERKS REPORT:

Total Taxes Collected Year to Date: \$626,004.20, \$674,988.56 Last year, and 2024 \$ 550,403.12

Review minutes of December 19th, 2025 Regular Town Board Meeting

Civic Plus – Discussion with Robert Verdon

All Operating Permits for Mobile Home Parks mailed out and Paid

TOWN CLERK'S MONTHLY REPORT

TOWN OF EATON, NEW YORK

DECEMBER, 2025

TO THE SUPERVISOR:

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Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255	<u>2</u>	MARRIAGE LICENSES	NO. 25012 TO 25013	<u>35.00</u>
	<u>4</u>			<u>40.00</u>
TOTAL TOWN CLERK FEES				75.00
A1550	<u>1</u>	DOG REDEMPTION		<u>10.00</u>
TOTAL A1550				10.00
A1603	<u>58</u>	DEATH CERTIFIED COPIES		<u>580.00</u>
	<u>1</u>	VITAL COPIES/GENEALOGY		<u>22.00</u>
TOTAL A1603				602.00
A2544	<u>4</u>	DOG LICENSES		<u>41.00</u>
TOTAL A2544				41.00
B2555	<u>6</u>	BUILDING PERMIT		<u>5,710.18</u>
	<u>3</u>	BUILDING PERMIT RENEWAL		<u>150.00</u>
	<u>1</u>	DEMOLITION PERMIT		<u>110.00</u>
TOTAL B2555				5,970.18
B2770	<u>1</u>	BAD CHECK FEE		<u>20.00</u>
TOTAL B2770				20.00

TOWN CLERK'S MONTHLY REPORT

DECEMBER, 2025

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	<u>728.00</u>
PAID TO SUPERVISOR FOR PART TOWN FUND	<u>5,990.18</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>4.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>45.00</u>
TOTAL DISBURSEMENTS	6,767.18

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RESOLUTION 2026- 17 : Approval of Minutes – 12/9/2025

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the minutes for December 9th, 2025 were reviewed and adopted as written.

HIGHWAY REPORT:

Superintendent Phillips stated he would like to have New Wave Energy removed and just have NYSEG as the delivery supplier on all bills. Supervisor Wicks stated the contract ends December 2026.

Superintendent Phillips is concerned about the Salt Dome and the urgency of improvements, would like to get quotes on approved repairs.

Gave an update on shortage of employees and 2 accidents that have occurred involving Highway vehicles.

SUPERVISOR REPORT:

RESOLUTION 2026- 18 : Approval of January 13th, 2026 Supervisor Report

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Supervisor Report Submitted on January 13th, 2026 is accepted and approved

OLD BUSINESS:

- **Appoint Christine Boyden as Deputy Clerk**

RESOLUTION 2025 - 124 : Appointment of Christine Boyden to Deputy Town Clerk/Tax Collector

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Town Board appoint Christine Boyden to Deputy Town Clerk/Tax Collector effective January 1, 2026 – December 31, 2026 paid at \$23.00/hr.

NEW BUSINESS:

- **Underpayment to Highway Employees Payroll 2025**

RESOLUTION 2026- 19 : Authorization from Town Board to Pay Highway Employees for Underpayment :

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that Town Board Authorize payment to the following Highway Department employees, to be included in the next regularly scheduled payroll, to correct an underpayment of wages for the pay period ending January 2, 2026:

Employee	Amount to be paid
Michael Doyle	\$17.10
Stacey Scheffler	\$9.28
John Schokker	\$17.10
John Vondauber	\$417.39

- **Contract with Williamson Law Book for Town Clerk/Tax Program**

RESOLUTION 2026- 20 : Annual Software Support Contract with Williamson Law Book Company:

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that Town Board Authorize Town Supervisor to sign Town Clerk Plus/Tax Software Contract 1/1/2026 – 12/31/2026 with William Law Book Company. *signed and sent 01/13/2026*

- **Appoint Christine Boyden as Deputy Local Registrar**

RESOLUTION 2026 - 21 : Appointment of Christine Boyden to Deputy Local Registrar

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Town Board appoint Christine Boyden to Deputy Local Registrar for Village of Morrisville and Town of Eaton commencing 1/1/2026 through 12/31/2026. *Sent copies to Madison County Clerk, DOS and copy on file.*

- **Land Donation Agreement**

RESOLUTION 2026- 22 : Land Donation Agreement between Town of Eaton and New York State Division of State Police:

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that Town Board approve land donation agreement and authorize Town Supervisor to sign such agreement.

- **Appointment of Engineer for Town Board and/or Planning Board matters - Tabled**

RESOLUTION 2026 - 23 : Appoint of Engineer for Town Board and/or Planning Board matters

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On a motion of Councilmember _____, seconded by Councilmember _____, the following resolution was: ADOPTED: Ayes: 0, Nays: 0

Resolved that the Town Board grant authorization for Planning Board to Hire a local engineer to review the project and the submission package

MOTION: that _____ be retained by the Town of Eaton to perform such engineering services as the Town Board and Planning Board/ Zoning Board of Appeals may require, for a term of one (1) year, which term shall expire December 31, 2026. Said engineer’s fees shall be paid at the rate of _____ per hour.

- **Escrow Agreement for the payment of Municipal Consultant and Legal Expenses**

RESOLUTION 2026- 24 : Escrow Agreement for the payment of Municipal Consultant and Legal Expenses:

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that Town Board approves agreement and authorizes Town Supervisor to sign Escrow Agreement for the payment of Municipal Consultant and Legal Expenses. Hoffman Falls.

- **CPA Contract**

RESOLUTION 2026- 25 : D’Arcangelo & Co. LLP for preparation of the Town’s 2025 Annual Financial Report:

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that Town Board Authorize Town Supervisor to execute contract with D’Arcangelo & Co. LLP for preparation of the Town’s 2025 Annual Financial Report

- **Budget Transfers**

RESOLUTION 2026- 26 : December 2025 Budget Transfers :

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Board grant authority to Supervisor Wicks to move monies within 2025 Budget to keep all lines in balance

Budget Transfers for Fiscal Year End 12/31/2025

<u>Appropriation Over Budget</u>	<u>Amount</u>	<u>Transfer from</u>
A1330.4 (Tax Collector Contractual)	\$55.00	A1990.4 Contingency
A1410.4 (Town Clerk Contractual)	\$50.00	A1990.4 Contingency
A1420.4 (Attorney Contractual)	\$150.00	A1990.4 Contingency
B1420.4 (Attorney Contractual)	\$520.00	B1990.4 Contingency

Audit and approval of Bills

- **PAY THE BILLS:**

RESOLUTION 2026- 27 : Audit of Claims for Abstract 600 for 2025 dates.

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the bills contained on Abstract #600 have been reviewed by the Town Board and are authorized for payment in the following amounts:

Abstract 600 – 2025

General A Fund	No.	167	through	176	\$5,540.87
General B Fund Part Town	No.	49	Through	52	\$1,105.70
General H – Capital Machine	No.		Through		
Street Lighting SL	No.	13	through	13	\$ 632.66
Highway Fund Townwide DA	No.	46	through	51	8,176.95
Highway Fund Part Town DB	No.		Through		
			Total		\$ 15,456.18

RESOLUTION 2026- 28 : Audit of Claims for Abstract 1 for 2026 dates.

On a motion of Councilmember Hilts, seconded by Councilmember Golley, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the bills contained on Abstract #1 have been reviewed by the Town Board and are authorized for payment in the following amounts:

Abstract 1 – 2026

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General A Fund	No.	1	through	10	\$38,766.75
General B Fund Part Town	No.	1	Through	3	\$ 2,481.00
General H – Capital Machine	No.		Through		
Street Lighting SL	No.		through		
Highway Fund Townwide DA	No.	1	through	4	\$35,089.84
Highway Fund Part Town DB	No.	1	Through	3	\$46,893.84
			Total		\$ 123,231.43

RESOLUTION 2026- 29 : Close the Books for 2025.

On a motion of Councilmember Golley, seconded by Councilmember Hilts, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the books for 2025 be closed an all outstanding bills for the year 2025 be paid.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Jean Hilts	Councilor	Voted	Yes
Stephen Dickerson	Councilor	Voted	Absent
David Verne	Councilor	Voted	Absent
Jeff Golley	Councilor	Voted	Yes
Joseph Wicks	Supervisor	Voted	Yes

The foregoing resolution was thereupon declared duly adopted.

ADJOURNMENT:

With no further business, on a motion of Councilmember Hilts, seconded by Councilmember Golley, the meeting was adjourned at 7:04 p.m. Carried unanimously.

Respectfully Submitted, Dean Curtis, Town Clerk/Tax Collector