Town of Vienna
Town Board Meeting Minutes
August 05, 2026

ATTENDANCE:

Supervisor Jason Spellicy	Councilwoman Mary Beth McEwen
Councilman Darrin Smith	Councilman Doug Jordan
Town Clerk Carol Huber	Councilman Theodore Learned

PLANNING BOARD INFORMATIONAL MEETING: 6:30

Orrin MacMurray spoke to the Board about the 4th draft version of the proposed Zoning Law changes. He gave a copy of the draft to the Board Members to go over and asked to have another meeting with the Board after they have had time to go through the draft. AT that time they will discuss if any changes need to happen before the final draft version is ready for a Public Hearing. A work session will be scheduled after the Board meets in September.

REGULAR SCHEDULED MEETING, CALL TO ORDER:

Supervisor Spellicy called the meeting to order at 7:06 pm. Followed by the Pledge of Allegiance.

NOCCOG: JOHN HEALT

Multiple webinars available for Town officials include, understanding of interfund transactions, Cornell Local Roads Series, and Records Inventory. NOCCOG reference guides for Municipal Officials are still available. The next Super COG meeting is scheduled for 9/22/26. NYS Woodsmen's Field Days, August 21-23 in Boonville. NYCOM Fall Training is in Saratoga Springs, September 14-17. New York imposed a one-year statewide moratorium on large data centers.

COUNTY LEGISLATURE: Norman Leach

County meeting recognized several athletes. August 12 there will be a vote on a Law banning the sale of kratom and all kratom-derived product in Oneida County. There was $20,000 available for youth in cities to travel to Boonville Fair. County Planning is reviewing ATV regulations. County Executives made available $250,000 for repairs to Veteran's facilities. Harriet Tubman Byway will have certain restrictions on signage. Approved Mohawk Valley budget for the Year. Approved the appointment of Jeff Quackenbush, DPW Commissioner.

APPROVAL OF MINUTES:

A motion was made by Councilman Learned and seconded by Councilman Jordan to approve the July 1, 2026 Town Board Minutes.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Doug Jordan	Aye
Councilman Theodore Learned	Aye
Councilman Darrin Smith	Aye
Supervisor Jason Spellicy	Aye

AUDITED VOUCHERS:

A motion was made by Supervisor Spellicy and seconded by Councilman Smith to approve Abstract 8 of 2026 vouchers to be paid in the amount of $320,251.30

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Doug Jordan	Aye
Councilman Theodore Learned	Aye
Councilman Darrin Smith	Aye
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 /TAX COLLECTOR'S REPORT:
Town Clerk read her report. Monies received for the month totaled $7529.97
A motion was made by Councilman Smith and seconded by Councilman Jordan to approve the Town Clerk Report.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Doug Jordan	Aye
Councilman Theodore Learned	Aye
Councilman Darrin Smith	Aye
Supervisor Jason Spellicy	Aye

ASSESSOR'S REPORT:
Filed with Clerk and uploaded to website.
The Assessor, Phil Amway, received a request from the Village of Sylvan Beach for the sewer unit inputs for the 2027 waste water treatment plant budget. That has been completed and returned.
Phil Amway would like permission to renew the Net Label Annual Contract in the amount of $500.00.
A motion was made by Councilman Jordan and seconded by Councilman Learned to renew the Net Label Contract.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Doug Jordan	Aye
Councilman Theodore Learned	Aye
Councilman Darrin Smith	Aye
Supervisor Jason Spellicy	Aye

Phil Amway turned in his budget request to the Board Members to look over before the budget workshops start.

CODE'S REPORT:
Filed with Clerk will be posted on Web Site.

HIGHWAY DEPARTMENT: Superintendent Clayton Conover
Clayton asked for Board Approval to advertise for sealed bids for sand.
Supervisor Spellicy made a motion to advertise for sealed bids and Councilman Jordan seconded the motion.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Doug Jordan	Aye
Councilman Theodore Learned	Aye
Councilman Darrin Smith	Aye
Supervisor Jason Spellicy	Aye

Chip sealing is done, crack sealing is done, started mowing the second time around, the Rabies clinic had a good turnout, and we started paving today. I am in favor of the snow plowing agreement with the County for two years. They increased it by $100 per mile. Speed signs on Fells had no speeders and Kellog road had 2 speeders of 2 miles over the speed limit.

Supervisor Spellicy made a motion to sign the contract for the snow plowing agreement and Councilman Jordan seconded the motion. Before roll call, Councilman McEwen asked Clayton to explain what the contract was for.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Aye
Councilman Doug Jordan	Aye
Councilman Theodore Learned	Aye
Councilman Darrin Smith	Aye
Supervisor Jason Spellicy	Aye

COUNCIL REPORTS:
Supervisor Spellicy:
Judge Handler is asking to hire a part-time court clerk to train because one of the Court Clerks will possibly be out for a short time. Judge Handler re-interviewed the previous candidate, Katrina Martin.

A motion made by Councilman Smith and seconded by Councilman Learned to hire Katrina Martin for 6 hours per week, at the starting rate.

VOTING RECORD:	Motion Carried
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

The new water district paperwork is all in for the Community Block Development Grant. The Income Survey did expire but was approved to reuse and not have to do over again. The Lease agreement with OCWA draft is ready for signing. Just waiting for Homes and Community Development on when to sign.

Lake Shore Drive Pump Station light was installed and was tested and proven to be effective. The light came on because there was too much sludge at the bottom of the grinder pump pit. It was pumped out completely and had a complete jet cleaning also. Clayton Wilson was asked to call next year and remind me to have them pumped out again.

NYS Canal Corp christened a new tug boat in Rome. They looked at the Pier in Sylvan Beach and decided to come up with a budget to start working on the Canal.

Thank you to Billy Shaughnessy, Majestic Fireworks and North Bay Fire Department for Old Homes Days.

Councilman Jordan:
Post Office is almost complete. Just a few more things to fix.

Councilman Smith:
Planning Board meeting is 8/20/26. Senior Picnic is 8/26/26 at noon at the North Bay Fireman's Field.

OLD BUSINESS:
Vienna Road: Request was put in for a study and now just waiting on the results.

NEW BUSINESS:
Sealed Bids for the Town Parking Lot:
Bids received were as follows: Madd Dog Construction for $8,275.24, Liberty Seal Coat for 2 coats of seal @$7110.56 and 1 coat @$6,124.32, Asphalt Solutions, LLC for $5,000, AMGL Property Management LLC for $4,600. The Board and Clayton Conover discussed the bids and a motion was made by Councilman Jordan and seconded by Councilman Learned to accept the Bid from Asphalt Solutions for $5,000.

VOTING RECORD:	Motion Carried
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

RESOLUTION 30:
Supervisor Spellicy read the following Resolution that is required for the CDBG funding and was voted on.

RESOLUTION NO. 30 of 2026

RESOLUTION TO APPOINT A SECTION 504 COORDINATOR OF THE TOWN OF VIENNA

WHEREAS, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance; and

WHEREAS, the Municipality of the Town of Vienna receives federal assistance through the Community Development Block Grant Program; and

WHEREAS, municipalities with fifteen (15) or more employees are required to designate a Section 504 Coordinator;

NOW, THEREFORE, BE IT RESOLVED, that the Vienna Town Board hereby appoints Supervisor Jason Spellicy, as the Section 504 Coordinator for the Town of Vienna.

Dated: August 5, 2026

Motion made by: Councilman Smith
Motion seconded by: Councilman Jordan

VOTING RECORD:	**Motion Carried**
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

IN TESTIMONY HEREOF, I have hereunto set my hand and affixed the seal of the Town of Vienna.
(SEAL)

Carol L Huber
Carol L Huber
Town Clerk

ADA GRIEVANCE POLICY:
The following Policy was read by Supervisor Spellicy and voted on. This Policy was a mandate for the CDBG Application.

TOWN OF VIENNA
GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Vienna will not discriminate against qualified individuals with disabilities on the basis of disability in its services, program, or activities.

Employment: The Town of Vienna does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The Town of Vienna will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Town of Vienna programs, services, and activities, including qualified sign language

interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Town of Vienna will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in The Town of Vienna offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Vienna, **should contact Jason Spellicy, ADA Coordinator at 315-245-2191**, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Vienna to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Town of Vienna is not accessible to persons with disabilities should be directed to **Jason Spellicy, ADA Coordinator at 315-245-2191**.

The Town of Vienna will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Vienna. Employment related complaints of disability discrimination are covered elsewhere, in policies available from the human resources office of the Town of Vienna.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. No particular format of the complaint is required. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted in writing by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Designee for Reasonable Accommodation/ADA Coordinator
Jason Spellicy, Vienna Town Supervisor
PO Box 250, North Bay, NY 13123

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Vienna and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the agency head or his/her designee.

Within 15 calendar days after receipt of the appeal, the agency head or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with the agency's final resolution of the complaint or indicating that the matter has been returned to the ADA Coordinator for

further action. If further response is indicated, the complainant will be contacted within 15 calendar days.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the agency head or his/her designee, and responses from these two offices will be retained by the Town of Vienna for at least three (3) years.

Adopted by the Town Board of Vienna
August 5, 2026

Motion made by: Councilman Learned
Motion seconded by: Councilman Jordan

VOTING RECORD:	**Motion Carried**
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

IN TESTIMONY HEREOF, I have hereunto set my hand and affixed the seal of the Town of Vienna.

(SEAL) Carol L Huber

Carol Huber
Town Clerk

Budget:
The Budget worksheets are to be handed out by September 1. The Tentative Budget is due to the Board by Oct. 5. At the next Board Meeting, dates will be scheduled for the workshops.

REQUEST FOR PROPOSAL:
The Town Hall sign spot lights need replaced. A motion was made by Councilman Jordan to request proposals for the installation of the Town Hall sign spot lights and Supervisor Spellicy seconded the motion.

VOTING RECORD:	Motion Carried
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

PUBLIC CONCERNS/COMMENTS:
Mike Racquet spoke about the Oswego Road Sand Pit. He believes that a silt fence was not installed. He brought in a jar of water from his grandson's well, which has been compromised from the sand pit. He shared pictures of the sand pit and water from the wells. DEC was notified and he believes they were coming to investigate this evening. Dr. Martha Link said that the Environmental Assessment Form had missed a class C stream documentation and there were a lot of inconsistencies. She explained that the company also did not follow through with installing white noise back up sound on the equipment and removed all the vegetation to reduce all noise from the equipment. Supervisor Spellicy said that since the DEC is the lead agency for this, they will look into it. He would also reach out to the Planning Board.

Pat Dougleby:
The sign near his house is not working properly. He has been testing the speed sign himself. There is also a pickup truck sitting in the way of the radar. He would like speed humps on his road. Fells road is about ¼ mile and needs two sets of speed humps.
Rick Roberts would like to see a 4-way stop sign at the intersection of Vienna Road.

Councilman Smith made a motion to purchase one set of speed humps for Fells Road and Councilman Jordan seconded the motion.

VOTING RECORD:	Motion Carried
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

EXECUTIVE SESSION:
Supervisor Spellicy made a motion to enter into Executive session at 8:37 pm for Personnel Matters and Councilman Smith seconded the motion.

VOTING RECORD:	Motion Carried
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

Supervisor Spellicy made a motion to come out of Executive session at 9:07 pm and Councilwoman McEwen seconded the motion.

VOTING RECORD:	Motion Carried
Councilwoman Mary Beth McEwen	AYE
Councilman Doug Jordan	AYE
Councilman Theodore Learned	AYE
Councilman Darrin Smith	AYE
Supervisor Jason Spellicy	AYE

No Action Taken

ADJOURNMENT: Supervisor Spellicy made a motion to adjourn the meeting at 9:08 pm and Councilman Smith seconded the motion and all were in favor.

Respectfully,
Carol L Huber
Town Clerk