

April 13, 2026

Minutes of the Regular Monthly Meeting of the Town of Otisco held on April 13, 2026 at 7:00 pm at the Otisco Town Hall, 1924 Barker Street, with the following members present:

PRESENT: Supervisor Glenn R. Hall
Councilman Jesse Spaulding
Councilman Tyler Knapp
Councilman Doug LaFrance
ABSENT: Counselman Roger Volles

OTHERS PRESENT: Thomas Chartrand, Financial Advisor; Douglas Hoffman, Highway Superintendent; Craig Billinson, Attorney for the Town; Cheryl Brunet, Town Clerk; Mandie Young Deputy Town Clerk; and 14 others.

PUBLIC HEARING ON THE TEMPORARY MORATORIUM ON COMMERCIAL AND INDUSTRIAL CONSTRUCTION

Motion was made by Councilman LaFrance and seconded by Councilman Knapp to open the Public Hearing on the Temporary Moratorium on Commercial and Industrial Construction..

Glenn R. Hall gave a summary of Local Law No. 1 of 2026 – Temporary Moratorium on Commercial and Industrial Construction

Purpose and Intent-

The Town Board is considering adopting this Local Law to protect the health, safety, and welfare of the residents of the Town of Otisco while the Town continues to review and update its land use laws and regulations. The Law imposes an additional six-month moratorium on commercial and industrial construction to allow the Town to evaluate potential environmental, infrastructure, and community impacts of high-impact developments.

The intent is to:

- Preserve the Town’s predominantly residential and agricultural character;
- Protect Otisco Lake, its watershed, and local groundwater resources;
- Prevent pollution, sedimentation, and erosion;
- Limit stress on roads, water systems, and wastewater facilities; and
- Ensure orderly and sustainable development consistent with the Town’s goals.

Scope of the Moratorium

- **Duration:** Six (6) months from the effective date of the Law.

- **Applicability:**

- No building permits, site plan approvals, subdivision approvals, or septic system permits may be issued for new commercial or industrial development during the moratorium.

- The restriction applies to all new or expanded commercial and industrial construction within the Town.

- **Exemption for prior approvals:**

- Projects with validly issued permits or approvals before the effective date are not affected, provided those approvals remain in effect.

Uses Not Subject to the Moratorium-

The following are exempt from the moratorium:

1. Construction, improvement, or replacement of 1–3 family residential dwellings and related accessory structures.
2. Interior renovations or repairs that do not increase building square footage.
3. Public safety or emergency repairs.
4. Subdivisions that create residential lots or re-subdivide existing parcels.
5. Construction or replacement of structures used in farm operations (as defined in NY Agriculture and Markets Law), except slaughterhouses or meat-processing facilities.
6. Projects involving communication towers (regulated under Local Law No. 1 of 1994).
7. Solar energy applications projects over which the Town has permitting jurisdiction which are submitted to the Town prior to the effective date of this Local Law.
8. Solar energy projects subject to the jurisdiction of the New York State Office of Renewable Energy Siting pursuant to Executive Law §94-c, including solar energy projects with a generating capacity of 25 megawatts or greater; and
9. Wind energy projects subject to the jurisdiction of the New York State Office of Renewable Energy Siting pursuant to Executive Law §94-c, including projects with a generating capacity of 25 megawatts or greater, and projects that voluntarily elect to be reviewed under such statute.

Town Board Review and Exemptions-

- During the six-month period, the Town Board will continue to conduct a comprehensive review of:
 - The Town’s Local Laws;
 - State and federal environmental regulations; and

- Potential updates or new Local Laws to address commercial and industrial development.
- The Town Board may grant an exemption from the moratorium if a project is deemed:
 - Critically important to the Town’s economic development;
 - In the best interests of the community; or
 - Necessary to prevent undue hardship to the property owner.

Supersession and Legal Authority-

- This law repeals and replaces prior moratoria (Local Laws No. 2 of 2024, No. 1 of 2025, and No. 3 of 2025).
- Enacted under the New York State Municipal Home Rule Law and Town Law.
- To the extent permitted by law, this Local Law supersedes conflicting provisions of Town Law §§ 276 and related statutes.
- In all cases, the more restrictive or protective standard applies.

Effective Date-

This Local Law would take effect immediately upon filing with the New York Secretary of State.

Motion was made by Councilman Spaulding and seconded by Councilman LaFrance to close the Public Hearing on the Temporary Moratorium on Commercial and Industrial Construction.

All in favor, motion carried
 (Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

REGULAR MONTHLY TOWN BOARD MEETING

Motion was made by Councilman Knapp and seconded by Councilman Spaulding to adopt the **LOCAL LAW #1 2026 - Temporary Moratorium on Commercial and Industrial Construction Within the town of Otisco.**

All in favor, motion carried
 (Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

TOWN BOARD RESOLUTION # 24 of 2026
TOWN OF OTISCO

Dated: April 13, 2026.

Re: Local Law Imposing a Six-Month Moratorium on Commercial and Industrial Construction Within the Town of Otisco.

At a meeting of the Town Board of the Town of Otisco, held in the Town Hall in said Town, County of Onondaga, State of New York, on the 13th day of April, 2026 there were:

PRESENT:

Glenn R. Hall
Roger P. Volles
Jesse Spaulding
Tyler Knapp
Doug LaFrance

ABSENT:

Roger P. Volles

Town Clerk: Cheryl Brunet

Mr. Glenn R. Hall introduced to the Board the proposed Local Law #1 of 2026 titled "Temporary Moratorium on Commercial and Industrial Construction Law".

Mr. Doug LaFrance then offered the following proposed Town Board Resolution and moved for its adoption and Mr. Jesse Spaulding seconded the motion.

WHEREAS, the Town Board has considered extending a Local Law Imposing a Six-Month Moratorium on commercial and industrial construction within the Town of Otisco to allow the Town Board to continue to conduct a comprehensive review of the Town's existing local laws, State and federal laws and to consider enacting additional local laws and regulations in order to protect the Town's character and natural resources from high impact commercial and industrial development; and

WHEREAS, the Town held a Public Hearing on the 13th day of April, 2026 to allow the residents of the Town to ask any questions or to voice any concerns over the proposed

Local Law. The Town Board explained to those present at the Public Hearing that, among other things, proposed Local Law #1 of 2026 imposes a temporary moratorium on commercial and industrial construction within the Town for a period of six (6) months from the effective date of the Local Law to allow the Town Board to conduct a comprehensive review of the Town's existing local laws, State and federal laws and to consider enacting additional local laws and regulations in order to protect the Town's character and natural resources from high impact commercial and industrial development; and

WHEREAS, a Legal Notice of the April 13, 2026 Public Hearing was published in The Syracuse Post Standard, the Town's official newspaper, and was posted on the Town's signboard and on the Town's website; and

WHEREAS, the Town Board has considered all comments and concerns raised during the Public Hearing; and

WHEREAS, the Town Board has considered the need for a temporary moratorium on commercial and industrial construction within the Town for a period of six months to allow the Town Board to conduct a comprehensive review of the Town's existing local laws, State and federal laws and to consider enacting additional local laws and regulations in order to protect the Town's character and natural resources from high impact commercial and industrial development.

The Town Board also considered whether the enactment of such Local Law will require the preparation or filing of any Declaration under the New York State Environmental Quality Review Act ("SEQRA");

NOW, THEREFORE, be it

RESOLVED, that the Town of Otisco Town Board hereby enacts Local Law #1 of 2026, titled the "Temporary Moratorium on Commercial and Industrial Construction Law"; and it is further

RESOLVED, that the Town Board has determined in consultation with the Attorney for the Town, Craig J. Billinson, that pursuant to SEQRA, the proposed Local Law would fall under the category of Type II Actions, which are described at 6 NYCRR Section 617.5, and specifically 6 NYCRR Section 617.5 2 (b) (36) which lists the adoption of a moratorium on land development or construction as a Type II Action. As such, the Town Board is not required to complete an Environmental Assessment Form (EAF) but should and will complete and execute, as Lead Agency, a SEQRA Short Environmental Assessment Form and Negative Declaration, to be filed in the Town Clerk's Office relative to Local Law #1 of 2026; and it is further

RESOLVED, the Town Clerk is hereby directed to file certified copies of this Resolution and Local Law #1 of 2026 with the New York State Department of State and to maintain in the Town's official records originals of this Resolution and the Local Law.

The Town Board thereupon voted to adopt the proposed Resolution as a Resolution of the Town Board as follows:

Ayes 4 Nays -0-

Be it so Ordered by the Town Board of the Town of Otisco.

Dated: April 13, 2026

Otisco, N.Y.

Glenn R. Hall, Town Supervisor

Cheryl Brunet, Town Clerk

**STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:**

On the _____ day of _____ in the year 2026 before me, the undersigned, personally appeared **Cheryl Brunet**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

**STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:**

On the _____ day of _____ in the year 2026 before me, the undersigned, personally appeared **Glenn R. Hall**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

TOWN CLERK CERTIFICATION

STATE OF NEW YORK, COUNTY OF ONONDAGATOWN OF OTISCO

I, the undersigned, **Cheryl Brunet**, Town Clerk of the Town of Otisco, do hereby certify that the above Town of Otisco Town Board Resolution is a true and accurate copy of the original Town of Otisco Town Board Resolution enacting a Local Law #1 of 2026 imposing a temporary moratorium on commercial and industrial construction within the Town for a period of six months from the effective date of the Local Law which Resolution was passed and adopted by the Town of Otisco Town Board after a Public Hearing held on April 13, 2026, and the same was filed in the office of the Town Clerk on April 13, 2026, together with a copy of the original of Town of Otisco Local Law #1 of 2026.

_____, 2026.
Cheryl Brunet, Town Clerk

The minutes of the March 9, 2026, Regular Monthly Town Board Meeting have been distributed via email to all members of the town board by the Town Clerk prior to the meeting.

Motion was made by Councilman LaFrance and seconded by Councilman Knapp to accept the March 9, 2026 minutes.

All in favor, motion carried
(Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

HIGHWAY SUPERINTENDENT’S REPORT:

The Highway Superintendent reported that the Town’s plow truck delivery schedule has been moved up, with a pre-build meeting scheduled for the following week. Estimates were initiated for removal of dead ash trees, aggregate and sand stockpiles were replenished, road sweeping was conducted and ditching and signage review were discussed.

SUPERVISOR’S REPORT:

Thomas Chartrand, Financial Advisor reported modest revenues for the month, steady interest earnings, declining franchise fees, and expenditures tracking within expected ranges. General fund and highway fund budgets were reported to be in good standing.

Supervisor Hall clarified the fact that the Fire District is independent of the Town, but the funds are raised on the Real Property tax bill and disbursed to the Fire District from taxes collected. Also included in disbursements is \$15,000 paid to MAVES on contract.

Motion was made by Councilman LaFrance and seconded by Councilman Spaulding to accept the March Supervisors Report.

All in favor, motion carried
(Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

Business Discussion

Board of Assessment Review (BAR)(Grievance Board)

Motion was made by Councilman Spaulding and seconded by Councilman Knapp to accept the letter of resignation from Deb Grousset and approve the conditional appointment of Aidan Cleghorn pending completion of required training.

All in favor, motion carried

(Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

County Hazard Mitigation Plan

The Board reviewed materials related to the County Hazard Mitigation Plan and will consider adoption at a future meeting.

Noise Ordinance Revisions

Proposed amendments to the Town's noise ordinance were discussed, including revised time restrictions and clarifications related to amplified events and sound measurement standards.

Apple Valley Wheelers – Request for Road Access

Steven Frank, representative of the Apple Valley Wheelers ATV club, requested approval for expanded road access. The Board discussed insurance coverage, routing, safety, noise compliance, and requested updated maps for further review.

ACH Fraud Prevention Policy

At the request of the Town's bank, the Board has been asked to adopt an ACH Fraud Prevention Policy to comply with updated national banking rules governing electronic payments.

The attorney for the Town has prepared a draft policy which has been reviewed by the Town Board and by the Town's Financial Advisor, Tom Chartrand.

The resolution before the Board is to adopt an ACH Fraud Prevention Policy for the Town of Otisco.

ACH stands for Automated Clearing House, which is the nationwide electronic network used to transfer funds between bank accounts. These transfers are commonly used for things such as payroll direct deposits and payments to vendors.

Our bank has advised the Town that new national rules issued by Nacha, which governs the ACH system, are taking effect in 2026. These rules require organizations that originate ACH payments, such as the Town, to implement basic fraud monitoring procedures and internal controls to reduce the risk of electronic payment fraud.

This policy establishes those procedures for the Town. In particular, it requires that:

- **Vendor banking information be independently verified before any ACH payment information is created or changed.**
- **Changes to ACH information be approved by designated Town officials.**
- **Town personnel remain alert to common fraud schemes, such as vendor impersonation or email requests to change banking information.**
- **ACH transactions and bank activity be reviewed regularly to detect any unusual activity.**
- **The purpose of this policy is to protect public and Town funds and ensure that the Town remains in compliance with current banking rules governing electronic payments.**

Motion was made by Councilman LaFrance and seconded by Councilman Knapp to adopt the draft ACH Fraud Prevention Policy for the Town of Otisco.

All in favor, motion carried

(Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

**Town Board Resolution # 25 of 2026
Adopting ACH Fraud Prevention Policy**

WHEREAS, the Town of Otisco utilizes electronic banking services including Automated Clearing House (ACH) transactions for certain financial operations; and

WHEREAS, the ACH network is governed by the National Automated Clearing House Association (Nacha) Operating Rules which require organizations initiating ACH transactions to implement risk-based fraud detection and prevention procedures; and

WHEREAS, the Town's banking institution, NBT Bank, has advised that ACH originators must adopt policies and procedures designed to reduce the risk of fraudulent ACH transactions;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Otisco hereby adopts the ACH Fraud Prevention Policy dated April 13, 2026; and

BE IT FURTHER RESOLVED, that the Town Supervisor, Town officers, the Town's Financial Advisor and other designated financial staff are authorized and directed to implement the procedures contained in said Policy; and

BE IT FURTHER RESOLVED, that the policy shall take effect immediately upon adoption.

Dated: April 13, 2026.

Glenn R. Hall, Town Supervisor

Cheryl Brunet, Town Clerk

ClearPath Solar Project Update

The Board reviewed correspondence and updates regarding environmental review, endangered species, stormwater management, construction traffic, decommissioning planning, and permitting requirements for the proposed ClearPath Solar project. Continued coordination and resolution of outstanding items were emphasized prior to future consideration. The impact of construction on traffic on Route 20 was discussed in depth as well as concern from a resident about safety of the project for children living in the adjacent apartment complex.

Palmer/Maple Harvest Easements

Jen Schuch commented that residents are being approached by Maple Harvest to sign easements (good neighbor agreements) restricting legal actions against the industrial turbine project in exchange for yearly payments. She strongly suggested residents should ask their attorney before signing anything.

Motion was made by Councilman LaFrance, seconded by Councilman Knapp to approve the bank reconciliation.

All in favor, motion carried

(Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

Motion was made by Councilman Spaulding and seconded by Councilman LaFrance to pay these bills out of the proper funds. They are General Abstract # 4 in the amount of \$15,570.90 and Highway Abstract # 4 in the amount of \$35,656.86.

All in favor, motion carried

(Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

Motion to Adjourn was made by Councilman Knapp and seconded by Councilman Spaulding at 8:11 PM.

All in favor, motion carried

(Hall, Spaulding, Knapp and LaFrance) Ayes 4 Noes 0

Respectfully submitted: _

Cheryl Brunet, Town Clerk

