

**TOWN OF OAKFIELD**  
**REGULAR TOWN BOARD MEETING**  
**JANUARY 14, 2025**

**ROLL**

**CALL:** Supervisor Martin  
Deputy Supervisor Wolcott  
Councilman Carroll  
Councilperson Glor  
Councilman Kabel

**OTHERS**

**PRESENT:** Town Clerk Haacke  
Deputy Town Clerk Baubie  
Superintendent of Highways Schultz  
CEO/ZEO Mikolajczyk  
Mitchell Todd, Resident  
Eddie Pease, Hecate Solar  
Seth Knoll, Solar PSC

Supervisor Martin called the meeting to order at 6:30 pm; followed by the Pledge to the Flag.

**Minutes of the Regular Town Board Meeting of December 10, 2024, Year End Meeting, and Organizational Meeting:** **MOTION** Deputy Supervisor Wolcott, second Councilperson Glor to approve the minutes as written.

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**CARRIED UNANIMOUS VOTE (5-0)**

**MITCHELL TODD—RESIDENT**

Mr. Todd addressed the Board regarding a Petition for a Zoning change at this property at 3583 Lockport Road.

The request is to add Automotive Repair as an allowable use.

The Town Board will forward the request to the County Planning Board and Town Planning Board for review and recommendation.

**SOLAR**

Eddie Pease is the site manager of the project.

Seth Knoll is the builder

Updated maps were received

The gentlemen wanted to introduce themselves and let the board know they will attend the meeting each month.

**CEO/ZEO**

Mr. Mikolajczyk's report is available for review during regular business hours.

**ASSESSOR**

January 14, 2025

**Assessor's Report**

My initial run of updating values for the 2025 update is done. The State has not finished their first run of values to compare to see if I need to raise values even higher. Once that comparison is done, I will be getting all the State determined values for utilities and the other values the State sets. I should have all that by mid-March with change notices to be sent out by the end of March.

Please contact me with any questions.

Barry Flansburg – Assessor – Town of Oakfield

585-734-8372      [barreas@rochester.rr.com](mailto:barreas@rochester.rr.com)

**SUPERINTENDENT OF HIGHWAYS**

**ROADWORK UPDATE**

Keeping roads treated and plowed  
Trimmed brush on corner of East Shelby and Albion Roads

**BUILDINGS & GROUNDS:**

Put up 6 new lights around the building (replacements)  
Adjusted court room door, now closes properly

**CEMETERIES:**

1 burial

**PARKS:**

N/A

**EQUIPMENT UPDATE:**

Plow trucks are running fine  
Servicing lawnmowers and tractors

**MISCELLANEOUS:**

Most trees are down, cords are picked up

**TOWN CLERK**

**Abstract 1-2025: MOTION** Deputy Supervisor Wolcott, second Councilman Kabel to authorize the following:

General Fund	3337-3371	\$57,316.75
Sewer	4946	\$ 3,456.00
Part Town B	380	\$ 974.22
Highway DA	1171-1179	\$18,647.81
Highway DB	12	\$ 1,849.46
	TOTAL	\$82,244.24

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel  
**CARRIED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 1-2025—CONTRACT FOR SHARED SERVICES**

Deputy Supervisor Wolcott offered the following:

**WHEREAS** the Town Board of the Town of Oakfield approves the request of the Superintendent of Highways, Michael W. Schultz to grant the Highway Superintendent of the Town of Oakfield the power to enter into contracts for Shared Services on behalf of the Town of Oakfield as it becomes necessary.

**Second:** Councilman Carroll

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 2-2025—AGREEMENT FOR EXPENDITURE FOR HIGHWAY MONIES**

Councilman Kabel offered the following:

**AGREEMENT** between the Town Superintendent of Highways of the Town of Oakfield Genesee County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town of Oakfield for the repair and improvements of highways, and received from the State for State Aid for the repair and improvements of highways, shall be extended as follows:

1. GENERAL REPAIRS. The sum of \$126,290.00 shall be set aside to be expended for primary work and general repairs upon 20.21 miles of town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or the renewal thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvements of town highways:
  - a. On the road commencing at ALL TOWN OWNED ROADS, a distance of 20.21 miles.  
There shall be expended not over the sum of \$96,262.00.

Executed in triplicate on this 14<sup>th</sup> day of January 2025

Supervisor \_\_\_\_\_ Councilperson \_\_\_\_\_

Councilperson \_\_\_\_\_ Councilperson \_\_\_\_\_

Councilperson \_\_\_\_\_

Town Superintendent of Highways \_\_\_\_\_

Witnessed by Town Clerk \_\_\_\_\_

Dated January 9, 2024

NOTE: This Agreement should be signed in triplicate by a majority of the Town Board and by the Town Superintendent of Highways. One copy must be filed in the Town Clerk’s office, one in the County Superintendent of Highway’s office, and one retained by the Superintendent of Highways.

**Second:** Councilman Glor  
**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel  
**CARRIED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 3-2025—2024 ANNUAL CEMETERY REPORT**

Councilman Carroll offered the following:

**BE IT RESOLVED** the Town Board of the Town of Oakfield accepts the 2024 Cemetery report as submitted and attached hereto.

**Second:** Councilperson Glor  
**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel  
**CARRIED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 5-2025—REQUEST FOR HIGHWAY SCHOOL**

Councilperson Glor offered the following:

January 14, 2025

Request for Schools:

Superintendent of Highways, Michael W. Schultz requests Town Board approval to attend Highway Superintendents Schools, Highway Superintendents Fall Conference and any other school, seminar or training sessions pertaining to the position of Town of Oakfield Superintendent of Highways.

Michael W. Schultz

Town of Oakfield

Superintendent of Highways

**Second:** Councilman Kabel

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**CARRIED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 6-2025—TRANSFER INTO HIGHWAY EQUIPMENT RESERVE**

Deputy Supervisor Wolcott offered the following:

**WHEREAS** the Highway Department, being conscious of the budget, has a fund balance for the year 2024.

**NOW, THEREFORE, BE RESOLVED** THAT the Town Board of the Town of Oakfield authorizes \$175,000.00 (From NYCLASS DA \$135,000.00 and NYCLASS DB \$40,000.00) to be transferred into the Highway Equipment Reserve account of NYCLASS.

**Second:** Councilman Carroll

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 7-2025—OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

Councilman Kabel offered the following:

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS**

**WHEREAS**, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

**WHEREAS**, we, the Town Board of the Town of Oakfield hereby require the Supervisor, Town Clerk, Tax Collector, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law;

**NOW, THEREFORE BE IT RESOLVED** that we, the Town Board of the Town of Oakfield approve the document entitled "Town of Oakfield Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

**BE IT FURTHER RESOLVED** that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

**TOWN OF OAKFIELD**

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

WHEREAS, **Matthew E. Martin**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Supervisor of the Town of Oakfield, and

WHEREAS, **Kim E. Wolcott**, of the Town of Oakfield, County of Genesee, New York, has been appointed to the Office of Deputy Supervisor of the Town of Oakfield, and

WHEREAS, **Carol L. Glor**, of the Town of Oakfield, county of Genesee, New York, has been elected to the Office of Councilperson of the Town of Oakfield, and

WHEREAS, **Melissa M. Haacke**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Clerk of the Town of Oakfield, and

WHEREAS **Melissa M. Haacke**, of the Town of Oakfield, County of Genesee, New York, has been appointed to the Office of Town Tax Collector of the Town of Oakfield, and

WHEREASA **Sandra M. Baubie**, of the Town of Oakfeild, County of Genesee, New York, has been appointed the office of Deputy Town Clerk of the Town of Oakfield, and

WHEREAS **Thomas A. Graham**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Oakfield, and

WHEREAS, **Randy Baker**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Oakfield, and

WHEREAS, **Michael W. Schultz**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Superintendent of Highways of the Town of Oakfield, and

**NOW, THEREFORE**, we as respective officers above, do hereby undertake with the Town of Oakfield that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance, in the sum of \$1,000,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: January 14, 2025

Town of Oakfield

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Town Justice

\_\_\_\_\_  
Highway Superintendent

\_\_\_\_\_  
Deputy Supervisor

\_\_\_\_\_  
Councilman

\_\_\_\_\_  
Deputy Town Clerk

STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or provided 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/she executed the same in his/her capacity, and that by this 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

The Town Board of the Town of Oakfield approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 9, 2024.

STATE OF NEW YORK:

:SS:

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COUNTY OF GENESEE

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NOTARY PUBLIC – STATE OF NEW YORK

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**Second:** Councilman Carroll

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 8-2024—TOWN CLERK’S YEAR END REPORT 2024**

Councilperson Glor offered the following:

**WHEREAS**, the Town Clerk has submitted the 2024 Year End Clerk’s Report as submitted and is accepted into the minutes.

**Second:** Councilman Kabel

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**APPROVED UNANIMOUS VOTE (5-0)**

**APPOINTMENTS TO PLANNING BOARD AND BOARD OF ASSESSMENT REVIEW**

**MOTION** Deputy Supervisor Wolcott, second Councilman Carroll to appoint Samantha Stefaniak to the Town Planning Board for a 5-year term.

**MOTION** Councilperson Glor, second Deputy Supervisor Wolcott, to appoint Phil Smith to the Board of Assessment Review for a 5-year term.

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**CARRIED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 9-2025—PROPOSED LOCAL LAW ALLOWING APPOINTED POSITIONS TO BE FILLED FROM OUTSIDE THE TOWN OF OAKFIELD**

Councilman Carroll offered the following:

**WHEREAS** an email from the Association of Towns, derived from a “Towns Talk” article of the Fall of 2024 was sent to the Town Board. It is recommended that municipalities should adopt a Local Law local municipalities to hire highly qualified individuals to be appointed to specific appointed positions.

**WHEREAS** the email states with supporting documentation reiterates that the hiring municipality should look within the community first, but should a non-resident be better qualified you can hire the stronger candidate.

**NOW, THEREFORE, BE IT RESOLVED** the proposed local law for the Town of Oakfield be as follows:

Appointed positions, whether appointment be from the Town Board or of the Elected Official that the office pertains to (see Town Law, Town Highway Law, Town Clerk Law, Public Officers Law Municipal Home Rule Law) include **Code Enforcement, Zoning Officer, Deputy Superintendent of Highways, Deputy Town Clerk, Administrative Assistant to Highway Superintendent, Deputy Town Supervisor, Records Management Officer, Registrar of Vital Statistics, Deputy Registrar of Vital Statistics, Cemetery Administrator, Parks, Historian, Emergency Disaster Coordinator, Court Clerk**

**BE FURTHER RESOLVED**, the official who will be making the appointment is responsible for looking to hire from within the Town and/or Village of Oakfield first, but should a better candidate come from outside that area, that candidate shall take top consideration. All candidates for appointment must come from within Genesee County New York.

**NOW RESOLVE that** a public hearing will be held regarding this proposed local law on Tuesday, February 11, 2025, at 6:30 pm.

**Second:** Councilman Kabel

**Ayes:** Carroll, Glor, Kabel

**Opposed:** Martin, Wolcott

**CARRIED (3-2)**

**SUPERVISOR**

**MOTION** Deputy Supervisor Wolcott, second Councilman Carroll to approve the Supervisor’s report as written.

**Ayes:** Martin, Wolcott, Carroll, Glor, Kabel

**CARRIED UNANIMOUS VOTE (5-0)**

**ADJOURNMENT: MOTION** Councilman Kabel, second Councilman Carroll to adjourn the meeting at 7:30 pm.

Respectfully submitted,

Melissa M. Haacke,

Town Clerk

**Revenues**  
**2024 Annual Cemetery Report**  
**Town of Oakfield**  
**( Cary, Reed, and East Oakfield Cemeteries )**

<b>Openings</b>	<b>\$5600.00</b>
<b>Cremation Openings</b>	<b>\$3950.00</b>
<b>Headstone Foundations</b>	<b>\$3741.00</b>
<b>Sale of Plots</b>	<b>\$10,200.00</b>
	<b>Total = \$23,491.00</b>

**Respectably Submitted,**

**Cemetery Administrator Michael W. Schultz**

Account#	Account Description	Fee Description	Qty	Local Share
		Demolition Permit	1	25.00
		Highway DA	2	3,743.65
		Peddler Fees	1	50.00
		Scrap Metal	2	114.10
		<b>Sub-Total:</b>		<b>\$3,932.75</b>
A1255	Clerk Fees	Park Rental	7	175.00
		Photo Copies	10	447.90
	Conservation	Conservation	57	304.22
	Marriage License	Marriage Fee	12	210.00
	One Day Officiant License	One Day Officiant License	1	25.00
		<b>Sub-Total:</b>		<b>\$1,162.12</b>
A1859	Clerk Fees	Certified Copies	44	450.00
		<b>Sub-Total:</b>		<b>\$450.00</b>
A2190	Sale Cemetery Lots	Cemetery Sale of Grave	7	11,150.00
		<b>Sub-Total:</b>		<b>\$11,150.00</b>
A2192	Charges Cemetery Service	Cemetery Grave Opening	15	8,100.00
	Charges Cemetery Services	Cemetery Headstone Foundations	3	1,084.00
		<b>Sub-Total:</b>		<b>\$9,184.00</b>
A2530	Racing & Wagering	Games Of Chance	1	10.00
		<b>Sub-Total:</b>		<b>\$10.00</b>
A2544	Delinquent License	Delinquent License	49	245.00
	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	189	1,701.00
		Female, Unspayed	30	510.00
		Male, Neutered	187	1,683.00
		Male, Unneutered	41	697.00
		Replacement Tags	2	6.00
	Dogs	Dog Redemption	5	96.00
		<b>Sub-Total:</b>		<b>\$4,938.00</b>
A2555	Building Permit	Building Permit	29	3,321.10
		<b>Sub-Total:</b>		<b>\$3,321.10</b>
A2705	Christmas Tree	Majestic Lights Xmas Trees	96	4,800.00
		<b>Sub-Total:</b>		<b>\$4,800.00</b>
B2110	Zoning Fees	Zoning Building	1	100.00
		<b>Sub-Total:</b>		<b>\$100.00</b>

Account#	Account Description	Fee Description	Qty	Local Share
			<b>Total Local Shares Remitted:</b>	<b>\$39,047.97</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			589.00
Amount paid to:	NYS Environmental Conservation			5,694.78
Amount paid to:	State Comp For Games Of Chance			15.00
Amount paid to:	State Health Dept			270.00
<b>Total State, County &amp; Local Revenues:</b>		<b>\$45,616.75</b>	<b>Total Non-Local Revenues:</b>	<b>\$6,568.78</b>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Melissa Haacke Town Clerk, Town of Oakfield during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date