

SOUTH BRISTOL TOWN BOARD SPECIAL MEETING

July 29, 2026

SPECIAL MEETING

Supr. Lisa Moore called the Special Meeting of the South Bristol Town Board called to order
July 29, 2026, at 4:10 pm.

PRESENT

Lisa Moore, Supervisor
Meg Fuller, Councilwoman
Councilman Chris Abraham
Jamie Hall, Councilwoman

ABSENT

Councilman Stephen Cowley

RECORDING SECRETARY

Rene Hicks, Deputy Town Clerk

OTHERS

Jonathan Heiderich, Elizabeth Caprini, Ellen Aymerich, Beth Fitch, Marcia Smith, Kelli Becka,
Cathy Colby, Ginny Lalka

SPECIAL MEETING CALLED TO ORDER

Supr. Lisa Moore called the Special Meeting of the South Bristol Town Board to order.

Supr. Lisa Moore explained that the following resolutions are necessary for the grant applications being submitted by the Town.

On a motion made by Councilman Chris Abraham and seconded by Councilwoman Jamie Hall, Resolution No. 54-2026 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Abraham, Fuller & Hall.

RESOLUTION 54-2026

**RESOLUTION 54-2026 AMENDING AND RESTATING RESOLUTION 49-2026 AND
AUTHORIZING SUBMISSION OF THE FINAL SMART GROWTH COMMUNITY
PLANNING GRANT APPLICATION**

WHEREAS, the Board of the Town of South Bristol recognizes the importance of responsible planning to protect natural resources, preserve rural character, support community needs, and guide future land-use decisions; and

WHEREAS, the New York State Department of State has made funding available through the Smart Growth Community Planning Grant Program to assist municipalities with planning efforts that incorporate Smart Growth Principles and Child Care Friendly Planning; and

WHEREAS, at its prior Town Board meeting, the Town Board adopted Resolution 49-2026 authorizing submission of an application through the New York State Consolidated Funding Application process for a Smart Growth Community Planning Grant to support a Town-wide update of the Town of South Bristol Comprehensive Plan; and

WHEREAS, since the adoption of Resolution 49-2026, the Town has completed the application, refined the project scope, and finalized the proposed project budget, State funding request, anticipated local match, and project implementation structure; and

WHEREAS, the final application proposes an approximately 18-month, community-driven Comprehensive Plan update led by a representative Comprehensive Plan Steering

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Committee and a qualified planning consultant selected through applicable procurement requirements; and

WHEREAS, the proposed project will include broad public engagement; updated community, housing, land-use, infrastructure, environmental, and GIS analysis; integration of Smart Growth Principles and Child Care Friendly Planning; development of a future land-use framework; preparation of draft and final Comprehensive Plans; SEQRA and required intergovernmental review; an implementation strategy; and grant reporting and closeout; and

WHEREAS, the final estimated total project cost is \$125,000, consisting of approximately \$115,000 in contractual services and approximately \$10,000 in eligible Town employee salaries and documented fringe benefits; and

WHEREAS, the Town proposes to request \$106,250 in State assistance and provide an anticipated 15% local match of \$18,750, subject to New York State Department of State confirmation of enhanced assistance eligibility; and

WHEREAS, the Smart Growth Community Planning Grant Program is reimbursement-based, and the Town has sufficient available unassigned fund balance to provide the required local match and temporarily advance eligible project costs, subject to the terms of any final grant award and any required budget authorization by the Town Board; and

WHEREAS, the Town Board finds that the completed application and proposed project are in the best interest of the community and will provide a clear, community-supported framework for future planning, zoning, capital planning, grant readiness, and municipal decision-making;

NOW, THEREFORE, BE IT RESOLVED, that Resolution 49-2026 is hereby amended and restated as set forth in this Resolution, and the Town Board of the Town of South Bristol hereby authorizes submission of the completed Smart Growth Community Planning Grant application through the New York State Consolidated Funding Application process for a Town-wide Comprehensive Plan update and related planning work; and

BE IT FURTHER RESOLVED, that the Town Board authorizes a total project cost of \$125,000, a State funding request of \$106,250, and an anticipated local match of \$18,750, subject to New York State Department of State confirmation of enhanced assistance eligibility and the terms of any final grant award; and

BE IT FURTHER RESOLVED, that the Town commits the required local match from available unassigned fund balance and authorizes the temporary advancement of eligible project costs as necessary for the reimbursement-based grant program, subject to any required budget amendment or appropriation approved by the Town Board; and

BE IT FURTHER RESOLVED, that Town Board Member Meghan Fuller is designated as the applicant and primary application contact and is authorized to prepare, execute, certify, and submit the grant application and related application forms, certifications, attachments and supporting documents on behalf of the Town; and

BE IT FURTHER RESOLVED, that, if the grant is awarded, the Town Board will establish the Comprehensive Plan Steering Committee and determine its membership and responsibilities, and the Town will select a qualified planning consultant through applicable procurement requirements; and

BE IT FURTHER RESOLVED, that, following consultant selection, the consultant will provide professional planning services and assist with grant administration, including reimbursement requests, required progress reports, supporting documentation, and grant closeout

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materials, while Town staff will provide the underlying payment, payroll, local-match, and accounting records needed for those submissions; and

BE IT FURTHER RESOLVED, that acceptance of any award, execution of any final grant agreement or consultant agreement, establishment or amendment of any project appropriation, authorization of project expenditures, and adoption of the final Comprehensive Plan shall remain subject to further review and approval by the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board expresses its sincere appreciation for the leadership, initiative, expertise, and collaboration that brought this grant opportunity from initial identification through development of a complete application; and

BE IT FURTHER RESOLVED, that the Town Board specifically recognizes the contributions of:

Councilmember Meghan Fuller;

Jennifer Sinsebox, Finance Committee; and

Christopher Bennem, Chair, Community Engagement Committee; and

BE IT FURTHER RESOLVED, that the Town Board extends its gratitude to Councilmember Jamie Hall and the members of the Community Engagement Committee for their interest in supporting the Comprehensive Plan project and their enthusiasm for participating in a collaborative, community-focused planning effort should funding be awarded; and

BE IT FURTHER RESOLVED, that to the extent any provision of Resolution 49-2026 is inconsistent with this Resolution, this Resolution shall control and supersede the inconsistent provision; and

BE IT FURTHER RESOLVED, that all provisions of Resolution 49-2026 not expressly amended or superseded by this Resolution shall remain in full force and effect; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage and approval according to law.

Dated: July 29, 2026

Motion by: Councilman Chris Abraham

Seconded by: Councilwoman Jamie Hall

On a motion made by Councilman Chris Abraham and seconded by Councilwoman Jamie Hall, Resolution No. 55-2026 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Abraham, Fuller & Hall.

RESOLUTION NO. 55-2026

**RESOLUTION NO. 55-2026 AUTHORIZING SUBMISSION OF AN APPLICATION
TO THE DEPARTMENT OF STATE (NYSDOS)
FOR LOCAL WATERFRONT REVITALIZATION PROGRAM (LWRP) GRANT
FOR THE CAROLABARB PARK REVITALIZATION PROJECT
AND COMMENDATION FOR EXCEPTIONAL CROSS-FUNCTIONAL
COLLABORATION**

WHEREAS, the Town of South Bristol is committed to preserving its natural resources, managing its public lands and enhancing its environmental protection for the Canandaigua Lake watershed; and

WHEREAS, the Carolabarb Park Scenic Overlook falls within the Watershed Management Plan of the Canandaigua Lake Watershed that has been approved by the Department of State (DOS), and

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WHEREAS, the DOS approved Watershed Management Plan is the foundation for the Canandaigua Lake Watershed Council's local waterfront management; and

WHEREAS, the proposed Carolabarb Park Scenic Overlook Revitalization Project will protect natural resources, manage public lands and enhance environmental by improving drainage infrastructure, reducing erosion, protecting water quality, and preserving the long-term integrity of the overlook and the surrounding Canandaigua Lake Watershed; and

WHEREAS, the proposed improvements will strengthen the Town's commitment to environmental stewardship and sustainable recreation while protecting one of the region's most recognized natural assets; and

WHEREAS, the Town Board finds that the proposed project is in the best interests of the community and will provide lasting environmental, recreational, economic, and quality-of-life benefits for residents and visitors alike; and

WHEREAS, the New York's Department of State funds the Local Waterfront Revitalization Program (LWRP) grant to assist in watershed protection of statewide water and watershed programs; and

WHEREAS, the Town has completed the application, refined the project scope, and finalized the proposed project budget, State funding request, anticipated local match, and project implementation structure; and

WHEREAS, the Town proposes to apply for the Local Waterfront Revitalization Program (LWRP) grant not to exceed \$225,000 with a current estimate in the amount of \$130,000, with \$110,500 representing approximately 85 percent of the project cost from the Department of State, and with the Town providing \$19,500 of the required 15 percent local match, which may consist of eligible cash expenditures and/or in-kind labor and services as permitted by the grant program; and

WHEREAS the timeline and scope includes an early to mid-2027 survey and accessibility/drainage/landscape/engineering design; environmental review/classification, and any required permits or approvals; and a mid to late 2027 final design, procurement, and contract readiness to be executed and completed with final month-by-month dates to be confirmed by the Town Board and design team.

WHEREAS, the New York's Department of State Local Waterfront Revitalization Program (LWRP) grant operates on a reimbursement basis, requiring the Town to initially incur eligible project costs and subsequently seek reimbursement from New York State; and

WHEREAS, the Town Board has determined that sufficient funds are available, if necessary, within the Town's unappropriated, unreserved fund balance to satisfy the required local match and cash flow needs, subject to the final grant award, project agreements, and any future budget appropriations authorized by the Town Board;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of South Bristol has reviewed the draft application and hereby authorizes submission of an application to New York's Department of State Local Waterfront Revitalization Program (LWRP) grant for the Carolabarb Park Scenic Overlook Revitalization Project; and

BE IT FURTHER RESOLVED, that acceptance of any grant award and authorization to proceed with the project shall remain subject to all applicable Town Board approvals, funding authorizations, and budgetary actions required by law; and

BE IT FURTHER RESOLVED, that the Town Board expresses its sincere appreciation and commendation to the dedicated volunteers, committee members, elected officials, and staff

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whose collaboration made preparation of this grant application possible under an accelerated timeline leading to the July 29, 2026, 4:00 p.m. submission deadline.

THE TOWN BOARD SPECIFICALLY RECOGNIZES:

Councilmember Chris Abraham, Town Board Liaison to the Parks, Recreation and Beautification Committee

Alyssa Benjamin-Trego, Finance Committee

Christopher Bennem, Community Engagement Committee

Beth Finch, Co-Chair, Parks, Recreation and Beautification Committee

Jeff Liebentritt, Co-Chair, Parks, Recreation and Beautification Committee

Jennifer Sinsebox, Finance Committee

and extends its gratitude to the entire Parks, Recreation and Beautification Committee for their vision, dedication, and countless volunteer hours devoted to strengthening South Bristol's parks and preserving one of the Finger Lakes' most treasured scenic destinations for future generations.

Dated: July 29, 2026

Motion by: Councilman Chris Abraham

Seconded by: Councilwoman Jamie Hall

On a motion made by Councilwoman Jamie Hall and seconded by Councilwoman Meg Fuller, Resolution No. 56-2026 was ACCEPTED. Voting AYE: 4. Voting NAY: 0. Voting AYE: Moore, Abraham, Fuller & Hall.

RESOLUTION 56-2026

RESOLUTION 56-2026 AMENDING AND RESTATING RESOLUTION 49-2026 AND AUTHORIZING SUBMISSION OF THE FINAL SMART GROWTH COMMUNITY PLANNING GRANT APPLICATION AND COMMENDATION FOR EXCEPTIONAL CROSS-FUNCTIONAL COLLABORATION

WHEREAS, the Board of the Town of South Bristol recognizes the importance of responsible planning to protect natural resources, preserve rural character, support community needs, and guide future land-use decisions; and

WHEREAS, the New York State Department of State has made funding available through the Smart Growth Community Planning Grant Program to assist municipalities with planning efforts that incorporate Smart Growth Principles and Child Care Friendly Planning; and

WHEREAS, at its prior Town Board meeting, the Town Board adopted Resolution 49-2026 authorizing submission of an application through the New York State Consolidated Funding Application process for a Smart Growth Community Planning Grant to support a Town-wide update of the Town of South Bristol Comprehensive Plan; and

WHEREAS, since the adoption of Resolution 49-2026, the Town has completed the application, refined the project scope, and finalized the proposed project budget, State funding request, anticipated local match, and project implementation structure; and

WHEREAS, the final application proposes an approximately 18-month, community-driven Comprehensive Plan update led by a representative Comprehensive Plan Steering Committee and a qualified planning consultant selected through applicable procurement requirements; and

WHEREAS, the proposed project will include broad public engagement; updated community, housing, land-use, infrastructure, environmental, and GIS analysis; integration of Smart Growth Principles and Child Care Friendly Planning; development of a future land-use

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framework; preparation of draft and final Comprehensive Plans; SEQRA and required intergovernmental review; an implementation strategy; and grant reporting and closeout; and

WHEREAS, the final estimated total project cost is \$125,000, consisting of approximately \$115,000 in contractual services and approximately \$10,000 in eligible Town employee salaries and documented fringe benefits; and

WHEREAS, the Town proposes to request \$106,250 in State assistance and provide an anticipated 15% local match of \$18,750, subject to New York State Department of State confirmation of enhanced assistance eligibility; and

WHEREAS, the Smart Growth Community Planning Grant Program is reimbursement-based, and the Town has sufficient available unassigned fund balance to provide the required local match and temporarily advance eligible project costs, subject to the terms of any final grant award and any required budget authorization by the Town Board; and

WHEREAS, the Town Board finds that the completed application and proposed project are in the best interest of the community and will provide a clear, community-supported framework for future planning, zoning, capital planning, grant readiness, and municipal decision-making;

NOW, THEREFORE, BE IT RESOLVED, that Resolution 49-2026 is hereby amended and restated as set forth in this Resolution, and the Town Board of the Town of South Bristol hereby authorizes submission of the completed Smart Growth Community Planning Grant application through the New York State Consolidated Funding Application process for a Town-wide Comprehensive Plan update and related planning work; and

BE IT FURTHER RESOLVED, that the Town Board authorizes a total project cost of \$125,000, a State funding request of \$106,250, and an anticipated local match of \$18,750, subject to New York State Department of State confirmation of enhanced assistance eligibility and the terms of any final grant award; and

BE IT FURTHER RESOLVED, that the Town commits the required local match from available unassigned fund balance and authorizes the temporary advancement of eligible project costs as necessary for the reimbursement-based grant program, subject to any required budget amendment or appropriation approved by the Town Board; and

BE IT FURTHER RESOLVED, that Town Board Member Meghan Fuller is designated as the applicant and primary application contact and is authorized to prepare, execute, certify, and submit the grant application and related application forms, certifications, attachments, and supporting documents on behalf of the Town; and

BE IT FURTHER RESOLVED, that, if the grant is awarded, the Town Board will establish the Comprehensive Plan Steering Committee and determine its membership and responsibilities, and the Town will select a qualified planning consultant through applicable procurement requirements; and

BE IT FURTHER RESOLVED, that, following consultant selection, the consultant will provide professional planning services and assist with grant administration, including reimbursement requests, required progress reports, supporting documentation, and grant closeout materials, while Town staff will provide the underlying payment, payroll, local-match, and accounting records needed for those submissions; and

BE IT FURTHER RESOLVED, that acceptance of any award, execution of any final grant agreement or consultant agreement, establishment or amendment of any project appropriation, authorization of project expenditures, and adoption of the final Comprehensive Plan shall remain subject to further review and approval by the Town Board; and

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BE IT FURTHER RESOLVED, that the Town Board expresses its sincere appreciation for the leadership, initiative, expertise, and collaboration that brought this grant opportunity from initial identification through development of a complete application; and

BE IT FURTHER RESOLVED, that the Town Board specifically recognizes the contributions of:

Councilmember Meghan Fuller;

Jennifer Sinsebox, Finance Committee; and

Christopher Bennem, Chair, Community Engagement Committee; and

BE IT FURTHER RESOLVED, that the Town Board extends its gratitude to Councilmember Jamie Hall and the members of the Community Engagement Committee for their interest in supporting the Comprehensive Plan project and their enthusiasm for participating in a collaborative, community-focused planning effort should funding be awarded; and

BE IT FURTHER RESOLVED, that to the extent any provision of Resolution 49-2026 is inconsistent with this Resolution, this Resolution shall control and supersede the inconsistent provision; and

BE IT FURTHER RESOLVED, that all provisions of Resolution 49-2026 not expressly amended or superseded by this Resolution shall remain in full force and effect; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage and approval according to law.

Dated: July 29, 2026

Motion by: Councilwoman Jamie Hall

Seconded by: Councilwoman Meg Fuller

Vote: Carried

Supr. Lisa Moore read into the minutes: The Town Board expresses its sincere appreciation for the leadership, initiative, expertise, and collaboration that brought this grant opportunity from initial identification through development of a complete application. And the Town Board specifically recognizes the contributions of Councilmember Megan Fuller, Jennifer Sinsebox from the Finance Committee, Christopher Benham from the Community Engagement Committee.

And the Town Board extends its gratitude to Councilmember Jamie Hall and the members of the Community Engagement Committee for their interest in supporting the Comprehensive Plan Project and their enthusiasm for participating in a collaborative, community-focused planning effort.

And then for the Environmental Protection Grant, the board specifically recognizes Councilmember Chris Abraham, who is the town board liaison to the Parks, Recreation, and Beautification Committee, Alyssa Benjamin Trago from the Finance Committee, Christopher Benham from the Community Engagement Committee, Beth Finch and Jeff Liebench, co-chairs of the Park Recreation, and Beautification Committee, Jennifer Sinsebox from the Finance Committee, and extends its gratitude to the entire Parks, Recreation, and Beautification Committee for their vision, dedication, and countless volunteer hours devoted to strengthening South Bristol's parks and preserving one of the Finger Lakes' most treasured scenic destinations for future generations.

Supr. Lisa Moore said it has been a heroic effort from all of these people.

Adjourn:

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Respectfully Submitted,

Judy Voss
South Bristol Town Clerk