

**Town of Enfield**  
**Regular Town Board Meeting**  
**Wednesday, January 14th, 2026, 6:00 p.m.**  
**at the Enfield Town Courthouse and Virtual Meeting via Zoom Meeting Portal**

**TOWN OF ENFIELD 2026 ORGANIZATIONAL MEETING**

Meeting Link: <https://us02web.zoom.us/j/86073749462>  
(For computer or smart phone)  
Meeting ID: 860 7374 9462  
Password: 14850

Call in Number: (646) 876-9923 (landline or cell)  
For instructions for this meeting visit:  
<http://townofenfield.org/virtual-board-meetings>

**Regular Meeting**

- Call to Order
- Executive Session
- Privilege of the Floor- Limited to 3 minutes per speaker- including Pledge of Allegiance if you so choose (See General Guide for Procedure for information)
- Additions and Changes to the Agenda
- Correspondence

**Monthly Reports**

**County Legislator-** Rachel Ostlund/Randy Brown  
**Town Supervisor's Report-** Stephanie Redmond  
**Highway Superintendent Report-** Buddy Rollins

**Code Enforcement Report-** Alan Teeter  
**Planning Board Report-** Dan Walker  
**Tompkins County Council of Govts-** Robert Lynch

**\*Consent Agenda:**

- Audit Claims
- Approval of Minutes

**Business**

- 284 Agreement\*
- Resolution #\_\_\_\_-2026 Authorize Supervisor to Execute Contract with \_\_\_\_\_ for Delivery of Precast Concrete Box Culvert with Stamped Drawings \*
- Discussion: RFP for Drain Cleanout/pumping\*
- Resolution #\_\_\_\_ - 2026 A Resolution toward engaging consultant service, H.F. wastewater disposal\*
- Resolution #\_\_\_\_-2026 Authorization to Apply for 2026 Transportation Alternatives Program (TAP) Funding and Assure Local Match for the Rumsey Hill Bridge Replacement Project\*
- Resolution #\_\_\_\_ - 2026 Authorization for the Supervisor to Sign a Contract with Tompkins County Youth Services\*
- Audit Meeting – set a date\*
- Resolution #\_\_\_\_-2026 Town Board Meeting Dates\*
- Resolution #\_\_\_\_-2026 Department Hours\*
- Resolution #\_\_\_\_-2026 Town Board Regular Meeting Outline\*
- Resolution #\_\_\_\_-2026 General Rules for Procedure and Guidelines for Public Comment\*
- Resolution #\_\_\_\_-2026 Bi-Weekly Pay Periods\*
- Resolution #\_\_\_\_-2026 Paid Holidays\*

- Resolution # \_\_\_\_-2026 Town E-Mail Accounts\*
- Resolution # \_\_\_\_-2026 Official Newspaper\*
- Resolution # \_\_\_\_-2026 Code of Ethics\*
- Resolution # \_\_\_\_-2026 Records Access Officer\*
- Resolution # \_\_\_\_-2026 Deputy Town Supervisor\*
- Resolution # \_\_\_\_-2026 Deputy Highway Superintendent\*
- Resolution # \_\_\_\_-2026 Town Custodian\*
- Resolution # \_\_\_\_-2026 Planning Board Clerk\*
- Resolution # \_\_\_\_-2026 Code Enforcement Officer\*
- Resolution # \_\_\_\_-2026 Deputy Town Clerk\*
- Resolution # \_\_\_\_-2026 Second Deputy Town Clerk\*
- Resolution # \_\_\_\_-2026 Tax Collector\*
- Resolution # \_\_\_\_-2026 Deputy Tax Collector\*
- Resolution # \_\_\_\_-2026 Town Bookkeeper\*
- Resolution # \_\_\_\_-2026 Court Clerk – salary at \$16,480.00/year, paid biweekly\*
- Resolution # \_\_\_\_-2026 Highway Department Clerical – salary at \$ 21/hr, paid biweekly
- Resolution # \_\_\_\_-2026 Public Officials/Town Employees Pay Schedule\*
- Resolution # \_\_\_\_-2026 Management of Town Website, Emails, and Hosting\*
- Resolution # \_\_\_\_-2026 Appointment to Town of Enfield Planning Board\*
- Resolution # \_\_\_\_-2026 Town Board Advisory Committee Representative Appointments\*
- Resolution # \_\_\_\_-2026 Advisory Committee Appointments\*
- Discussion: Conservation Advisory Committee
- Discussion: Review Updated Subdivision Regulations

Announcements

Adjournment

\*Potential Action Items

**Resolution # \_\_\_\_-2026 Authorize Supervisor to Execute Contract with \_\_\_\_\_ for Delivery of Precast Concrete Box Culvert with Stamped Drawings**

WHEREAS, the Town Board has reviewed the proposal submitted by \_\_\_\_\_; and  
 WHEREAS, the Town Board has determined that the proposal from \_\_\_\_\_ represents the most advantageous offer for the delivery of a precast concrete box culvert complete with stamped drawings;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Supervisor to execute a contract with \_\_\_\_\_ for the delivery of a precast concrete box culvert with stamped drawings, and to take all actions necessary to effectuate the terms of such contract.

**Resolution # \_\_\_\_-2026 Authorization to Apply for 2026 Transportation Alternatives Program (TAP) Funding and Assure Local Match for the Rumsey Hill Bridge Replacement Project**

WHEREAS, the New York State Department of Transportation (NYSDOT) has announced the availability of Transportation Alternatives Program (TAP) funding for eligible active transportation-related projects, and applications are due March 12, 2026; and

WHEREAS, the Town of Enfield proposes to replace the Rumsey Hill Bridge on Rumsey Hill Road (approx. coordinates 42.4062504, -76.6413066) with a new concrete box culvert structure to improve safety,

accessibility for pedestrians, bicycles and vehicles, support emergency response, and connect to the Finger Lakes Trail, Stevenson Preserve, and other community amenities (the "Project"); and

WHEREAS, the Project scope includes scoping/design, final design, construction, and construction inspection with an estimated total project cost of \$2,500,000 and a proposed construction schedule and phases as described in the Project Plan; and

WHEREAS, TAP funding may reimburse up to 80% of eligible project costs and requires a minimum 20% local match and that the sponsor pay expenditures initially and request reimbursement; and

WHEREAS, the Town of Enfield is prepared to serve as Project Sponsor and commit the required local match and initial funding for the Project as described below, and the Town has determined that no right-of-way acquisition is anticipated for the Project (ROW needs to be confirmed during design and required documentation will be provided as part of the application and subsequent approvals);

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Enfield as follows:

1. The Town of Enfield hereby authorizes and directs the Town Supervisor (or their designee) to submit an application to the New York State Department of Transportation for TAP funding for the Rumsey Hill Bridge Replacement Project.
2. The Town of Enfield certifies that the estimated total project cost is \$2,500,000 and that the Town will initially fund 100% of project expenditures, and requests reimbursement of eligible costs up to 80% from TAP, with the Town providing the required minimum 20% local match (or greater, if required by award conditions). The Town affirms that these matching funds are available and will be budgeted or otherwise provided when required.
3. The Town of Enfield acknowledges that award of TAP funds will be subject to compliance with NYSDOT and FHWA requirements, and the Town agrees to provide all necessary documentation, agreements, assurances, and certifications required by NYSDOT, including but not limited to local funding commitments, procurement requirements, environmental compliance, and right-of-way evidence as the Project advances.
4. The Town Supervisor (or designee) is authorized to execute and submit the Application Pre-Review Coversheet and all application materials, sign all documents and agreements required by NYSDOT, and to take all actions necessary to secure TAP funding, accept a TAP award if offered, and administer the Project consistent with the award and applicable requirements.

**Resolution # \_\_\_\_\_ -2026 Authorization for the Supervisor to Sign a Contract with Tompkins County Youth Services**

**WHEREAS**, Tompkins County Youth Services provides financial support for the youth summer camps run by the Enfield Community Council, therefore be it;

**RESOLVED**, the Enfield Town Board authorizes Supervisor Redmond to sign a contract with Tompkins County Youth Services.

**TOWN OF ENFIELD 2026 ORGANIZATIONAL RESOLUTIONS**

**Resolution # \_\_\_\_\_ -2026 Town Board Meeting Dates**

**RESOLVED**, the regular meeting of the Enfield Town Board shall be held monthly on the 2nd Wednesday of each month, at 6:30 pm, at the Enfield Town Courthouse, 182 Enfield Main Road, Ithaca, NY 14850

### **Resolution # \_\_\_\_-2026 Department Hours**

**RESOLVED**, the Town Board hereby establishes the work hours of the:

- Highway Department to be from 6:00 AM to 2:30 PM, Monday through Friday.
- Town Clerk to be Mon. through Thurs. from 11 AM to 4 PM
- Code Enforcement Office to be from 9:00 AM to 11:30 AM Monday through Thursday and Wednesday from 5 PM to 7 PM,
- Town Court to commence at 5:00 PM on Tuesdays unless it is a holiday.
- The Court Clerk is to be 4 PM to 8 PM on Tuesdays unless it is a holiday.

### **Resolution # \_\_\_\_\_-2026 Town Board Regular Meeting Outline**

**RESOLVED**, the order for conducting business at the regular Town Board meetings is as follows:

Call Meeting to Order

Privilege of the Floor (Limited to 3 minutes per speaker - including Pledge of Allegiance if you so choose)

Communications

Highway Superintendent Report

County Legislator's Report

Supervisor's Report

Code Enforcement Report

Planning Board Report

Tompkins County Council of Governments

Committee Reports: The following committee reports will be expected quarterly at March, June, September, and December Regular Town Board meetings (or more frequently as needed by the Board or Committees)

Please come prepared to give the board a report on recent issues and concerns your committee is working on as well as upcoming items of importance to Enfield:

**Environmental Management Council**- Melissa Millspaugh

**Enfield Community Council**- Cortney Bailey/Robert Lynch

**Food Pantry**- Jean Owens

**Cayuga Lake Watershed IO**- Stephanie Redmond

**Tompkins Health Consortium-** Robert Lynch

**Cemetery Committee-** Cassandra Hinkle

**Water Protection Committee-** Nancy Spero

Consent Agenda\*

Business\*

Announcements

Privilege of the Floor (Limited to 3 minutes per speaker)

Adjournment

**RESOLVED**, the order for conducting any special meetings is as follows:

Call Meeting to Order

Changes to the Agenda

Privilege of the Floor (Limited to 3 minutes per speaker - including Pledge of Allegiance if you so choose)

Consent Agenda\*

Business\*

Announcements

Adjournment

\*Action Items

**Resolution # \_\_\_\_\_-2026 General Rules for Procedure and Guidelines for Public Comment**

**RESOLVED**, in an effort to foster an orderly meeting process, the following rules and guidelines will be used and enforced at all Town Board meetings:

**GENERAL GUIDE FOR PROCEDURE**

The Supervisor shall preside at meetings. In the Supervisor's absence the Deputy Supervisor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire board. If determined to be in order, they shall be permitted to proceed.

The board commits to adhere to Resolution #2017-50, Town of Enfield Chooses Civility Resolution, in all discussions to achieve the purpose of fairness and reasonable discourse. For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

#### **GUIDELINES FOR PUBLIC COMMENT**

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

- Speakers may stand at their seats if they are able.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to 3 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communication at any time.

#### **AMENDMENTS TO THE RULES OF PROCEDURE:**

The foregoing procedures may be amended from time to time by a majority vote of the Board.

#### **Resolution # \_\_\_\_\_-2026 Bi-Weekly Pay Periods**

**RESOLVED**, the Town Board hereby establishes the following bi-weekly pay dates for this year:

January 9, 2026	July 24, 2026
January 23, 2026	August 7, 2026
February 5, 2026	August 21, 2026
February 20, 2026	September 4, 2026
March 6, 2026	September 18, 2026
March 20, 2026	October 2, 2026
April 3, 2026	October 16, 2026
April 17, 2026	October 30, 2026
May 1, 2026	November 13, 2026
May 15, 2026	November 27, 2026
May 29, 2026	December 11, 2026
June 12, 2026	December 24, 2026
June 26, 2026	
July 10, 2026	

**Resolution # \_\_\_\_\_ -2026 Paid Holidays**

**RESOLVED**, that the Town Board hereby establishes the following paid holidays for employees. Town offices will be closed on these dates:

January 1, 2026 New Year's Day

January 19, 2026 Martin Luther King Day

February 16, 2026 President's Day

May 25, 2026 Memorial Day

June 19, 2026 Juneteenth

July 4, 2026 Independence Day

September 7, 2026 Labor Day

October 12, 2026 Columbus Day /Indigenous People's Day

November 11, 2026 Veteran's Day

November 26, 2026 Thanksgiving Day

November 27, 2026 Day After Thanksgiving

December 25, 2026 Christmas Day

(One) Floating Holiday

**Resolution # \_\_\_\_\_ -2026 Town E-Mail Accounts**

**RESOLVED**, the Town Board has official e-mail accounts for all Town employees and elected officials for use in their official capacities. These e-mail accounts will be connected to our official website domain, townofenfield.org. Ownership of and access to these communications will be with the Town of Enfield. All employees and elected officials will set up accounts and use their account for Town business after it is set up for as long as they work for or serve the Town of Enfield.

**Resolution # \_\_\_\_\_ -2026 Official Newspaper**

**RESOLVED**, The Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the Official Newspaper for the Town of Enfield and;

**RESOLVED**, the Town will post all Public Notices on the town website at [www.townofenfieldny.org](http://www.townofenfieldny.org)

**Resolution # \_\_\_\_-2026 Code of Ethics**

**RESOLVED**, all Public Officials, appointees, and employees for the Town of Enfield are subject to the Code of Ethics as adopted by the Town which is written in the Policies and Procedures Manual in the Employee Handbook.

**Resolution # \_\_\_\_-2026 Records Access Officer**

**RESOLVED**, that the Town Clerk Mary Cornell, shall be appointed as the Town's Record Access Officer and;

**RESOLVED**, that the Town Clerk will serve as the person who receives all FOIL requests.

**Resolution # \_\_\_\_-2026 Deputy Town Supervisor – salary at \$5464/year, paid monthly**

**RESOLVED**, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in his/her absence

**RESOLVED**, the Town Supervisor appoints Greg Hutnik to fill this position

**Resolution # \_\_\_\_-2026 Deputy Highway Superintendent – \$1.00 stipend to current hourly wage, paid bi-weekly**

**RESOLVED**, the Town Board establishes the Office of Deputy Highway Superintendent to act for and in place of the Highway Superintendent in his absence, and further

**RESOLVED**, the Highway Superintendent appoints Brandon McGee to fill this position.

**Resolution # \_\_\_\_-2026 Town Custodian – salary of \$6697.00/year, paid monthly**

**RESOLVED**, the Town Board appoints Pat Baker fill this position until further notice.

**Resolution # \_\_\_\_-2026 Planning Board Clerk –salary at \$1200/year, paid monthly**

**RESOLVED**, the Town Board establishes the Office of Planning Board Clerk to act as the secretary for the Planning Board, to keep minutes and schedule meetings and other support functions the Board may need or require and;

**RESOLVED**, the Town Clerk will complete or delegate these duties.

**Resolution # \_\_\_\_-2026 Code Enforcement Officer – salary at \$ 34051.00/year, paid monthly**  
**RESOLVED**, the Town Board appoints Alan Teeter to fill the position of Code Enforcement Officer.

**Resolution # \_\_\_\_-2026 Deputy Town Clerk – \$22.66 hr, paid biweekly**

**RESOLVED**, the Town Clerk appoints Pat Baker

**Resolution # \_\_\_\_-2026 Second Deputy Town Clerk \$25 hr/paid bi-weekly/hrs to be determined**

**RESOLVED**, the Town Clerk appoints Alice Linton

**Resolution # \_\_\_\_-2026 Tax Collector - at no additional salary**

**RESOLVED**, the Town Board establishes the position of the Tax Collector and;

**RESOLVED**, the Town Clerk will complete or delegate the duties of the Tax Collector.

**Resolution # \_\_\_\_-2026 Deputy Tax Collector- no additional salary**

**RESOLVED**, the Town Board establishes the position of the Deputy Tax Collector and;

**RESOLVED**, the Town Clerk appoints Pat Baker to this position

**Resolution # \_\_\_\_-2026 Town Bookkeeper – salary at \$ 18025.00/year, paid monthly**

**RESOLVED**, the Supervisor is hereby authorized to designate a Town Bookkeeper, and further

**RESOLVED**, the Supervisor is authorized to list the Bookkeeper on the Town Security Insurance Policy, and further

**RESOLVED**, the Supervisor appoints Blix Taetzsch to fill this position.

**Resolution # \_\_\_\_-2026 Court Clerk – salary at \$ 16480.00/year, paid biweekly**

**RESOLVED**, the Town Justice appoints Angela Champion

**Resolution # \_\_\_\_-2026 Highway Department Clerical – salary at \$ 21/hr, paid biweekly**

**RESOLVED**, the Town Board establishes the position of Secretary for the Highway Superintendent. The Highway Secretary will have a hire rate of \$21.00/hr. or as determined by the Highway Superintendent.

**Resolution # \_\_\_\_-2026 Public Officials/Town Employees Pay Schedule**

**RESOLVED**, the following salaries and pay schedule for all Town Officials and employees, is approved for 2026:

- Town Supervisor - \$ 27865.00/year; paid monthly
- Town Councilpersons - \$ 4012.00 each/year; paid quarterly
- Town Clerk - \$ 41200.00/year; paid biweekly
- Town Justice - \$16480.00/year; paid monthly
- Highway Superintendent - \$ 85274.00/year; paid monthly
- Motor Equipment Operator – Hiring rate - \$25.00/ hour; after 90 days, rate will be increased to the working rate \$25.00/hour. Pay rate may increase yearly with Town Board approval as requested by the Highway Superintendent.
- Part time and seasonal Highway employees will have a hire rate of \$22.00/hr. or as determined by the Highway Superintendent.
- Merit Increases – An employee may receive a pay increase based upon the employee’s past performance. The merit increase will be granted at the discretion of the Town Board.

**Resolution # \_\_\_\_-2026 Management of Town Website, Emails, and Hosting**

**WHEREAS** the Town of Enfield utilizes the town website for most communications and information presentation to the public, and;

**WHEREAS** the Town of Enfield utilizes designated town email addresses for communication with the public and within the offices of the Town, and;

**WHEREAS** the Town of Enfield purchases and manages a hosting service for website and email management and hosting, and;

**RESOLVED**, these tasks will be managed and delegated under the office of Town Board.

**Resolution # \_\_\_\_-2026 Appointment to the Town of Enfield Planning Board**

**Whereas** Dan Walker and Rosie Carpenter have interest in serving on the Enfield planning board, and

**Whereas** the Enfield Planning Board has recommended Dan Walker and Rosie Carpenter, now therefore be it

**Resolved** that Dan Walker be appointed to the Enfield Planning Board as Chair of the Planning Board for a five-year term ending December 31, 2030, and be it further

**Resolved** Rosie Carpenter be appointed as an alternate on the Enfield Planning Board

**Resolution # \_\_\_\_\_ -2026 Town Board Advisory Committee/Position Appointments**

**RESOLVED**, the Town Board hereby makes the following Advisory Committee/Position Appointments:

Environmental Management Council- Melissa Millspaugh

Enfield Community Council- Cortney Bailey/ Councilperson Robert Lynch

Tompkins County Youth Board- Lisa Monroe

Food Pantry- Jean Owens

Cayuga Lake Watershed IO- Stephanie Redmond

Cemetery Committee- Councilperson Cassandra Hinkle and Councilperson Robert Lynch

Water Protection Committee- Nancy Spero

Town Historian- Susan Thompson

Recreation Partnership- Councilperson Cassandra Hinkle

Planning Board - Chair: Dan Walker; Ann Chaffee; Richard Teeter; Henry Hansteen; Mike Carpenter; Alternates: Rosie Carpenter

Tompkins County Council of Governments-

Ithaca Tompkins Transportation Council- Supervisor Stephanie Redmond

Greater Tompkins Area Health Insurance Consortium- Robert Lynch

Cayuga Lake Inter-Municipal Organization- Supervisor Stephanie Redmond

**Resolution # \_\_\_\_\_ -2026 Advisory Committee Appointments**

**Resolved** the Town Board makes the following appointments, to be renewed annually

- **Renewable Energy Advisory Committee**- Supervisor Stephanie Redmond, Councilperson Jude Lemke, Planning Board Chair Dan Walker; Residents: Mimi Mehaffey, Mike Carpenter, and Marcus Gingerich.
- **Water Protection Committee** - Nancy Spero – Chair, Mary-Lynn Cummings, Melynda Wissar, Peter Penniman, Thomas Joyce, Briana Joan Binkerd-Dale, Charlie Elrod, Sachem Sam, Nancy Lorr, Stephanie Redmond, Dan Walker, Alan Teeter, Jude Lemke
- **Park Committee** - Greg Hutnik, Cassandra Hinkle, Melissa Millspaugh, and Joseph Pharoah.

- **Celebration Committee** - Isabel Castillo, Cassandra Hinkle, Stephanie Redmond, Deb Teeter, CM Makenzie, Ellen Woods, Carol Baker
- **Sustainability Committee** –Cassandra Hinkle, Stephanie Redmond, Karen Friedeborn, John Friedeborn, Nancy Spero, Kathleen Pasetty, Ann Ryder, Peter Penniman, Michelle Seneca, Stephen Henhawk, Martha Fischer, Ed Hetherington.