Town of LeRay

Planning Board Minutes **September 4, 2025**

CALL TO ORDER

On September 4, 2025, the Town of LeRay Planning Board held their regular monthly meeting in the Conference Room of the Town of LeRay Municipal Building. The meeting was called to order at 6:30 PM by Chairperson Biondolillo, who led the room in the Pledge of Allegiance.

ROLL CALL

Member Oatman:	☒ Present ☐ Absent
Member Collette:	☒ Present ☐ Absent
Member Meeks:	☐ Present ☒ Absent
Member Moran:	☒ Present ☐ Absent
Member Jefferds:	☒ Present ☐ Absent
Chairperson Biondolillo:	☒ Present ☐ Absent

Additionally, Lee Shimel – Zoning Enforcement Officer, Morgan Melançon – Secretary to Zoning and Planning, Nathan Toutant – Clerk to the Supervisor, Leland Carpenter – Town Supervisor, Stephen Gracey, Andrew Quencer, Amy Naccan, and Roger Abbey were in attendance. Member Lisa Meeks was absent.

ACCEPTANCE OF MINUTES

The minutes, from the August 7, 2025 regularly scheduled meeting, were reviewed by the Board. A motion was made by Member Moran and seconded by Member Oatman to accept the minutes as drafted. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed.

CORRESPONDENCE AND COMMUNICATION

Chairperson Biondolillo asked if there was anyone who was not on the agenda that wished to address the Board. There was no response. Chairperson Biondolillo asked if there was any correspondence; there was none.

PROJECT REVIEW

1. **Public Hearing @ 6:30 PM for a 2-Lot Minor Subdivision Application for Calvin and LaToya Hawkins. The proposal is to subdivide an existing 22.79-acre parcel into 2 lots: Lot 4A = 3.01 acres, and the remaining Lot 4B = 19.78-acres, located along Keyser Road, tax parcel #54.00-3-7.2.**

Chairperson Biondolillo asked the Board to review the Preliminary Plat for Calvin and LaToya Hawkins. Stephen Gracey was in attendance as the applicant's authorized representative and provided a brief presentation.

Chairperson Biondolillo opened the Public Hearing at 6:35 PM and Secretary Melançon read the Public Hearing Notice as published in the Watertown Daily Times on August 21, 2025. Chairperson Biondolillo opened the floor for public comments.

Adjacent landowner, Andrew Quencer, asked what the purpose of the proposed subdivision was and if the remaining lands would be developed. Mr. Gracey explained that the property owners planned to construct a residential home and did not want to mortgage the entire lot. Instead, they decided to subdivide a piece off. There were no current plans to develop the remaining wooded lands. Due to the shape of the proposed parcel, the remaining lands would be limited to the number of future subdivisions it could legally accommodate.

Hearing no more public comments, a motion was made by Member Oatman and seconded by Member Jefferds to close the Public Hearing at 6:34 PM. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. The Board determined that the Preliminary Plat met all requirements with no additional changes. A motion was made by Member Collette and seconded by Member Moran to approve the Preliminary Plat. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Jefferds and seconded by Member Oatman to review the Final Plat. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Since there were no changes needed on the Final Plat, a motion was made by Member Moran and seconded by Member Oatman to grant Final Subdivision Approval. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Chairperson Biondolillo informed Mr. Gracey that he would receive a letter in the mail outlining the Board's decision.

2. **Public Hearing @ 6:30 PM for a 2-Lot Minor Subdivision Application for William Jesmore. The proposal is to subdivide an existing 3.64-acre parcel into 2 lots: Lot 1 = 1.81 acres, and the remaining Lot 2 = 1.83-acres, located along Beckwith Road, tax parcel #54.00-3-19.31.**

Chairperson Biondolillo asked the Board to review the Preliminary Plat for William Jesmore. Stephen Gracey was in attendance as the applicant's authorized representative and provided a brief presentation.

Chairperson Biondolillo opened the Public Hearing at 6:37 PM and Secretary Melançon read the Public Hearing Notice as published in the Watertown Daily Times on August 21, 2025. Chairperson Biondolillo opened the floor for public comments. Hearing none, a motion was made by Member Oatman and seconded by Member Jefferds to close the Public Hearing at 6:38 PM. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. The Board determined that the Preliminary Plat met all requirements with no additional changes. A motion was made by Member Moran and seconded by Member Jefferds to approve the Preliminary Plat. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Oatman and seconded by Member Moran to review the Final Plat. The vote went as follows:

Member Oatman: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Since there were no changes needed on the Final Plat, a motion was made by Member Jefferds and seconded by Member Moran to grant Final Subdivision Approval. The vote went as follows:

Member Oatman: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Chairperson Biondolillo informed Mr. Gracey that he would receive a letter in the mail outlining the Board's decision.

3. **Continuation of Public Hearing @ 6:30 PM for a Site Plan Application for Calcium Fire Department – the proposal is to construct a 13,650 SF Fire Department building and associated site improvements including asphalt perimeter access drive and parking areas, concrete walks, grading, site lighting and landscaping, located at 24882 Stalder Road, tax parcel #74.12-1-19.**

   The Public Hearing remained open from the November 7, 2024 Planning Board meeting to allow for the completion of the environmental review. No action was taken. The Board was awaiting the hydrogeologist report and the County's GML §239-m advisory comments before SEQR could be closed out.

   No members of the public were present to offer comments. The Board would keep the Public Hearing open and continue it to the next regularly scheduled meeting on October 2, 2025 at 6:30 PM. Written comments would still be accepted and could be submitted to the Planning Office in the interim.

4. **Review of a Lot Line Adjustment Application for Roger Abbey. The proposal is to transfer 0.13 acres from tax parcel #83.08-2-13.3 (sender) to tax parcel #83.08-2-13.1 (receiver), and to transfer 0.01-acres (roughly 400 SF) from tax parcel #83.08-2-13.1 (sender) to tax parcel #83.08-2-13.3 (receiver), located at 26471 NYS Route 3.**

   Chairperson Biondolillo asked the Board to review the Preliminary Plat for Roger Abbey. Mr. Abbey was in attendance and provided a brief presentation.

   The Board determined that the Preliminary Plat met all the requirements for review. A motion was made by Member Moran and seconded by Member Collette to classify the project as a Type II Action under SEQR. No further review would be required, and no environmental assessment form would be necessary. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Jefferds and seconded by Member Oatman to deem the Lot Line Adjustment application complete. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Since there were no changes needed on the Final Plat, a motion was made by Member Collette and seconded by Member Moran to grant approval for the transfer of 0.13 acres from tax parcel #83.08-2-13.3 to tax parcel #83.08-2-13.1, and the transfer of 0.01-acres from tax parcel #83.08-2-13.1 to tax parcel #83.08-2-13.3:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Chairperson Biondolillo informed Mr. Abbey that he would receive a letter in the mail outlining the Board's decision.

5. **Preliminary Review of a Site Plan Application for Candlewood Suites. The proposal is for ChargeSmart EV to install six dual port electric vehicle charging stations, located at 26513 Herrick Drive, tax parcel #64.20-1-41.**

Chairperson Biondolillo asked the Board to review the Preliminary Site Plan for Candlewood Suites. John Marcotte, representing ChargeSmart EV, was in attendance via telephone as the authorized representative and provided a brief presentation.

The charging stations were intended to support overnight charging for hotel patrons. To serve the installation, a 400-amp panel would be added. Mr. Marcotte stated he had already coordinated utility design with National Grid; service would be extended from an existing pole, and an additional pole would be installed.

Chairperson Biondolillo noted that proposed trenching appeared near existing, fully grown, trees that were part of the approved landscaping plan for shading. The Board would require assurance that any damaged trees would be replaced. Mr. Marcotte said the new pole should not encroach on the trees and that contractors would route conduit to avoid root zones; limited trimming might be necessary. If removal proved unavoidable, ChargeSmart would restore the site and coordinate appropriate replacement with the Town and the hotel.

The Board requested stamped drawings for the GML §239-m referral to Jefferson County no later than September 16, 2025. Any subsequent revisions for the Board were to be provided by September 19, 2025.

The Board determined that the Preliminary Site Plan met all the requirements for review. A motion was made by Member Jefferds and seconded by Member Moran to act as Lead Agency to conduct the environmental review for the Unlisted Action. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Secretary Melançon noted a correction to the Short Environmental Assessment Form (SEAF): Question 15 should be marked "yes" for the potential presence of the Indiana bat and Northern long-eared bat. The Board reviewed Part 2 of the SEAF and determined that the proposed action would not result in any significant adverse environmental impacts. Part 3 of the SEAF was completed to support this determination. A motion was made by Member Collette and seconded by Member Moran to issue a Negative Declaration. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Young:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Oatman and seconded by Member Jefferds to deem the Preliminary Site Plan as complete. The vote went as follows:

Member Oatman:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks:	☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo:	☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Jefferds and seconded by Member Oatman to refer the project to the Jefferson County Planning Board for review at their September 30, 2025 meeting, pursuant to General Municipal Law §239-m. The vote went as follows:

Member Oatman: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. A motion was made by Member Moran and seconded by Member Oatman to set a Public Hearing for the October 2, 2025, regularly scheduled meeting at 6:30 PM. The vote went as follows:

Member Oatman: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed. Chairperson Biondolillo informed Mr. Marcotte that he would receive a letter in the mail outlining the Public Hearing information.

ADJOURNMENT

A motion was made by Member Collette and seconded by Member Biondolillo to adjourn the meeting. The vote went as follows:

Member Oatman: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Collette: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Meeks: ☐ Yes ☐ No ☐ Abstain ☐ Recuse ☒ Absent
Member Moran: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Member Jefferds: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent
Chairperson Biondolillo: ☒ Yes ☐ No ☐ Abstain ☐ Recuse ☐ Absent

The motion passed and the meeting adjourned at 7:07 PM.

Respectfully submitted,
Morgan R. Melançon
Morgan R. Melançon
Secretary to Planning and Zoning