

**Greig Town Board**

**Regular April Meeting  
April 09, 2025**

Meeting called to order at 5:30 P.M.. Supervisor Johnson led Pledge of Allegiance to the Flag.  
Roll Call: Councilmen Olmstead, Bailey-Swisher, Mallette and Mayhew are present. Also Town Attorney Gilbert, Highway Superintendent Alfano and Town Clerk Gunn were present.

**MINUTES From Last Meeting**

Supervisor called for a motion from the Board to accept the minutes from the March Town Board Meeting. These minutes have been emailed in advance to the Council members.

**Motion 25-04-01** made by Councilman Bailey-Swisher, Seconded by Mallette  
Approve the March 2025 regular meeting minutes as presented..  
Vote: Olmstead, Mayhew, Bailey-Swisher, Mallette and Johnson Yes  
**Motion approved.**

**BOARD REPORTS**

Supervisor Johnson reported the Inter Municipal Agreement (IMA) was approved and as of April 1<sup>st</sup>, the Lewis County Building and Codes Department will perform the roll of Zoning Officer for the Town of Greig. This includes issuance of Zoning Permits and enforcement of violations of Town Zoning Law. The Zoning Board of Appeals and Planning Board remains in the town. Any appeals of Zoning denials may be brought to the Town ZBA for review and override approval or continued denials may be made locally.

Acting Zoning Officer, Bob Johnson, reported on issuing 2 Zoning Permits prior to the change to the County. The Town also has two citations being processed by local courts. These court appearances are being handled by Mr. Johnson and the Town Attorney.

**TOWN ATTORNEY**

Mr. Gilbert reported one local court case has been adjourned pending the outcome of a “notice of claim” suit brought against the town by the person under citation.  
Attorney Gilbert also started to discuss the proposed lease of a small portion of Town owned land on Fish Creek Road. This site would hold a proposed cell tower. Mr. Gilbert asked for the Board to enter an Executive session so details of legal conditions and financial terms for the land in question could be discussed.

**Motion 25-04-02** made by Councilman Mallette, Seconded by Bailey Swisher  
At 5:45 P.M. The Town Board will enter Executive Session to discuss legal issues associated with the lease of Town owned land on Fish Creek Road.  
Vote: Olmstead, Mayhew, Bailey-Swisher, Mallette and Johnson Yes  
**Motion approved.**

**Motion 25-04-03** made by Councilman Olmstead, Seconded by Mayhew  
At 5:50 P.M. The Town Board will enter open meeting  
Vote: Olmstead, Mayhew, Bailey-Swisher, Mallette and Johnson Yes  
**Motion approved.**

## OLD/NEW BUSINESS

Supervisor Johnson reflected on the application for a grant to improve the park. He believes there needs to be community input into what can be done with the park prior to making the application for the grant. He will work on a survey of some type. Any input from members of the community would be appreciated. Email your thoughts to [greigsupervisor@gmail.com](mailto:greigsupervisor@gmail.com).

Supervisor Johnson had asked Councilman Mallette to make observations of the Town owned buildings and make comments about conditions and possible improvements. Mr. Mallette made an oral presentation noting the following:

Brantingham Cemetery Work shed – used to store equipment. Needs to be rehabilitated. There is a “rain water” collection system in place which is intended to provide water to persons interested in watering flowers around graves. This needs to be rebuilt.

Highway Department Pole Barn at the Green Dump – used to store equipment. There are plastic sky lights in the roof that are broken and should be removed to prevent leaks. The Building has electric lights and does not require the sky lights.

Town Hall Building - there are several holes in the vilan siding that should be repaired. The rain gutters need to be cleaned out. Ice dams noted during the winter months indicate the insulation and ventilation should be inspected and improved. Some repairs to the interior sheet rock is required due to building settlement.

Mr. Mallette did not report on the Town Park Bathroom building.

Supervisor Johnson informed the board that he hired a new Dump Attendant. He will start immediately and the hours will be changed to Wed, Sat & Sun noon to 4p.m. We will start to capture the date and time of persons using the dump. This will help us plan better for hours of operation. The Board decided to increase the size of the limbs being accepted. We will increase from 3” diameter to 8” diameter, but length is still 24”. Superintendent Alfano will have the sign at the entrance changed to reflect the new rules.

Supervisor announced Mr. James Olmstead has volunteered to open the Town Park Bathrooms and turn on the water system.

Mr. Johnson informed the Board that the Comprehensive Planning Committee will meet on April 24<sup>th</sup> at 6:00P.M.

Councilman Bailey-Swisher reported she has a series of old photos that were donated to the historian. She is having these placed in suitable frames for display in the Town Hall Building. Supervisor asked if we could develop a logo for the Town. Ms. Bailey-Swisher indicated the County used AI to make suggestions for their use. We should try the same.

Councilman Olmstead reported the annual Board Audits of Supervisor have been completed. The Town Justice and Clerk/Collector will take place within a week.

The Hazzard Plan Review was done. The question about Brantingham Dam ownership was once again raised. Councilman Mallette will research the deed to the land containing the dam. There was a persons name associated with the DEC Record of the dam that the Board could not identify.

Cemetery By-Laws. The Sexton has reviewed the by-laws and wishes to make tome suggestions about changes. The Board reviewed these suggestions and wishes to revise the By-Laws to include most of the suggestions.

**Motion 25-04-04** made by Councilman Mallette, Seconded by Olmstead  
Adopt the proposed document as the revised By-Laws of the Greig Cemeteries  
Vote: Olmstead, Mayhew, Bailey-Swisher, Mallette and Johnson Yes  
**Motion approved.**

### **Cemetery Business Policy**

**Motion 25-04-05** made by Councilman Olmstead, Seconded by Mallette  
Adopt the proposed document as the Policy to administer reservation of plots  
Vote: Olmstead, Mayhew, Bailey-Swisher, Mallette and Johnson Yes  
**Motion approved.**

Supervisor Johnson discussed the zoning issue raised upon Mr. Dolhof acquiring an adjacent property and merging it with his Raven Acres property. The two parcels existed in two different Town Zones. The Town has an obligation to change the Zoning Map, modifying the defining line between the Zones in question. The Zoning Map is defined in Town Law. Hence, we require a Public Hearing prior to changing the Zoning Map. These changes require review by the Lewis County Planning Board

**Motion 25-04-06** made by Councilman Mallette, Seconded by Olmstead  
Hold a Public Hearing prior to the start of the scheduled May 14<sup>th</sup> 2025 Town Board Meeting at 5:30P.M. For changes to the Town of Greig Zoning Law.  
Vote: Olmstead, Mayhew, Bailey-Swisher, Mallette and Johnson Yes  
**Motion approved.**

### **SUPERVISORS REPORT**

Supervisor Johnson presented the fact that money needed to be moved between accounts to make a positive amount to cover checks written.

**Motion 25-04-07 made by Councilman Bailey-Swisher, Second by Mallette**  
Town of Greig Board grants the Supervisor permission move \$5000 from account DA 5110.4 to DA 5130.4.  
**Vote:** Olmstead, Mayhew, Bailey-Swisher and Mallette Yes  
**Motion approved.**

Supervisor Johnson presented the current account status as published by the accountants. His review and explanations were aided by a computer presentation.

**Motion 25-04-08 made by Councilman Bailey-Swisher, Second by Mallette**  
Accept the financial report as presented  
**Vote:** Olmstead, Mayhew, Bailey-Swisher and Mallette Yes  
**Motion approved.**

### **SUPERINTENDENT REPORT**

Continued sweeping, rework on Partridgeville Road. Oil changes and other maintenance on equipment.

## CLERKS REPORT

Clerk Gunn distributed the March 2025 report by email. Report contained details of the following financial actions:

### Town Collections

There were general fund collections of:

|                    |          |
|--------------------|----------|
| 1 Certified Copy   | \$ 10.00 |
| 1 Dog License      | \$ 10.00 |
| Total Collections: | \$ 20.00 |

The expenditures were:

|                                  |          |
|----------------------------------|----------|
| Town Supervisor as Revenue       | \$ 19.00 |
| State Department of Ag & Markets | \$ 1.00  |
| Total Payments                   | \$ 20.00 |

### Tax Collections

|                                |              |
|--------------------------------|--------------|
| March 2025 Total Collected     | \$ 86,196.83 |
| Paid to Lewis County Treasurer | \$135,000.00 |

**Motion 25-04-09:** made by Councilman Bailey-Swisher, Seconded by Olmstead  
Approve Clerk's financial report as presented.

Vote: Olmstead, Mayhew, Bailey-Swisher and Mallette Yes

**Motion approved.**

## VOUCHER REPORT

|                   |              |
|-------------------|--------------|
| Highway Abstracts | \$ 15,917.97 |
| General Abstracts | \$ 11,431.54 |

Total paid in March Abstracts = \$ 27,349.51

**Motion 25-04-10:** made by Councilman Bailey-Swisher, Seconded by Olmstead  
Approve Vouchers

Vote: Olmstead, Mayhew, Bailey-Swisher and Mallette Yes

**Motion approved.**

Being no further business brought forward,

**Motion 25-04-11** made by Councilman Bailey-Swisher, Seconded by Olmstead  
Motion to adjourn 09:00 PM

Vote: Olmstead, Mayhew, Bailey-Swisher and Mallette Yes

**Motion approved.**

Respectfully submitted

Thomas Gunn, Clerk/Collector

TOWN OF GREIG  
COUNTY OF LEWIS  
GREIG, NEW YORK 13345  
GREIG CEMETERY BY-LAWS REVISED 2025

*Applies to:*

*Brantingham Cemetery  
Sands Cemetery  
Otter Creek Cemetery*

*These BY-LAWS have been drawn up by the Town Board of the Town of Greig to regulate and administer the Town Cemeteries. It was the wishes of Mrs. Mary Kosa, who donated the lands of the Brantingham Cemetery, that they remain forever free to residents or taxpayers of the Town of Greig. In this spirit, the Town Board wishes that all known cemeteries within the Town's control conform to these BY-LAWS.*

*A) That the Town Board shall appoint a Sexton on an annual basis to oversee and maintain the cemeteries. The annual stipend for the Sexton will be set by the Town Board.*

*B) That a limit of two plots per family may be obtained at one time for people who live, or who have lived in the Town of Greig and are register as current taxpayers. Additional plots may be reserved only after the original two plots have been filled and the additional plots must be used by members of the immediate family only. Plots typically consist of two or four burial sites.*

*C) That each plot owner shall put in corner markers and an identification stone as per the Cemetery Sexton.*

*D) That each plot may not be transferred without permission from the Town Board.*

*E) That no new plots be issued in the old part of the Brantingham Cemetery.*

*F) That cremated remains will not be permitted to be scattered in any part of the cemetery and must be interred within the plot owner's vault. Cremated remains are permitted only in an urn or other permanent receptacle designed for cremains.*

*G) That no objects shall be placed on the grave sites that would hinder mowing and maintenance. This includes, but is not limited to fences, trees, shrubs, flowers, artificial flowers, wreaths, or ornamental items.*

*H) That the Cemetery be maintained by the Town of Greig and that all work done in the cemetery shall be done under the control of, or with the permission of the Cemetery Sexton or Town Supervisor.*

*Revised 03/26/2025: Revisions for clarity and typographical errors. Revision ver 4.4*

*Page 2 of 2 Revised*

*03/26/2025*

*I) That two copies of the Cemetery map shall be kept, one by the Cemetery Sexton and one by the Town Supervisor. Paper maps are to be generated as requested by the Town Supervisor and also be included in the annual Sexton report.*

*J) That plots obtained or issued shall be reported at a minimum of once per year to the Town Supervisor for the purpose of maintaining his or her copy of the Cemetery Map and/or the Cemetery Software as appropriate.*

*K) That internments shall be made by qualified people with the approval of the Cemetery Sexton.*

*L) That all burials require a concrete vault. No wooden boxes or burials without a concrete vault will be allowed.*

*TOWN SUPERVISOR:* \_\_\_\_\_

*TOWN CLERK:* \_\_\_\_\_

*TOWN SEXTON:* \_\_\_\_\_

## Town of Greig Cemetery Management

Date printed: 4/22/2025 Page 1 of 4 Revision Original

Time printed: 19:27 Revised 03/26/2025

### Purpose & Goals

The Town of Greig Cemetery Management Process procedure is intended to document the management process for the operation of the Town of Greig Cemeteries. These Cemeteries include the Brantingham Cemetery, the Otter Creek Cemetery, and the Sands Cemetery all located in the Town of Greig.

### Organization & Responsibilities:

The Town of Greig Cemetery Management positions and responsibilities consist of:

#### • Town of Greig Town Supervisor:

- o Is responsible for the overall management of the cemeteries and the coordination of the respective positions and responsibilities listed below.
- o Will schedule the review and approval of any necessary documents and reports for the benefit of the Town of Greig Town Board.
- o Will nominate and submit for approval the position of Town of Greig Cemetery Sexton once per calendar year or as necessary.
- o Will review, approve, and forward Burial Plot applications for cemetery plots to the Cemetery Sexton.

#### • Town Board of Town of Greig:

- o Is responsible for the oversight of the cemetery management process.
- o Will review, amend, and approve such documents as requested by the Town Supervisor.
- o Will review and approve reports from the Cemetery Sexton as submitted by the Town Supervisor.

#### • Town of Greig Cemetery Sexton:

- o Will receive Burial Plot Applications
- o Will enter the Burial Plot applications into a suitable Cemetery Management system. 1
- o Will issue a Burial Plot Deed to the Town Supervisor & Burial Plot applicant as appropriate.
- o Will record reported burials as per the Town of Greig Gravedigger(s) or Funeral Businesses into the Cemetery Management system to indicate the date of burial, type of burial (full interment or cremations), veteran status, and any other pertinent details.
- o Will prepare reports for approval as documented below to the Town of Greig Town Supervisor.
  - o Will maintain the Cemetery Management system.

#### • Town of Greig Gravedigger(s):

- o Will provide grave digging services as approved by the Town of Greig Town Supervisor.
- o Will only perform grave digging services as documented on the Deed of Cemetery Plot as furnished by the Deed Holder as issued by the Cemetery Sexton.
- o Will notify the Cemetery Sexton of any burials performed including the name, date of burial, type of burial (full interment or cremations), veteran status, any other pertinent details as authorized by the Deed to Cemetery.

1 The current Cemetery Management system is Cemify of San Jose CA.

Definitions:

For the purposes of this process the following are considered definitions:

- 1) Land Owner: is defined as the person or legal entity that is recorded on the Burial Plot deed and is limited by the By-Laws to any taxpayer within the Town of Greig.
- 2) Deed Holder: is defined as the person or legal entity who is in physical possession of a Deed for Burial Plot as issued by the Town of Greig, Town of Greig Cemetery Sexton.

Process:

Application for a Burial Plot:

- 1) A Burial Plot Application is to be submitted to the Town of Greig Cemetery Sexton by the Land Owner.
- 2) The Burial Plot Applications will be forwarded to the Town of Greig Supervisor by the Cemetery Sexton with an assigned burial plot location.
- 3) The Cemetery Sexton will update the Cemetery Management System as appropriate.
- 4) The Town of Greig Supervisor will return the approved Burial Plot Applications to the Cemetery Sexton with an approved Burial Plot Deed as per the Cemetery By-laws.
- 5) The Cemetery Sexton will provide the Burial Plot Deed to the applicant.
- 6) The deed for a Burial Plot will be maintained by the Owner of the Deed and shall solely be their responsibility.
- 7) A Burial Plot Deed may be surrendered in writing to the Town Supervisor with the Deed Certificate and a notarized approval of surrender. The approval of a deed surrender will be provided to the Sexton.

Burial Process:

- 1) The Funeral Service provider or the Burial Plot deed owner will notify the Cemetery Gravedigger requesting a burial or internment through the Burial Transit Permit.
- 2) The Gravedigger will verify the burial plot location as documented on the deed including the Name of the interred, Cemetery Plot location, date, and veteran status as appropriate. The Burial Transit Permit may be used for this purpose and dig the grave as directed by the Cemetery Sexton.
- 3) The Cemetery Sexton will update the Cemetery Management System as appropriate.

Town of Greig Cemetery Management

Reporting:

- At a frequency of once per year the Cemetery Sexton will prepare a report to the Town of Greig Town Board. The report will include
- a. The general status of the Cemetery Management System.
  - b. A paper map of the Cemeteries.
  - c. The number of Burial Plot applications received since the last report.
  - d. The number of Burial Plot deeds issued since the last report.
  - e. The number of burials performed since the last report including which cemetery.
  - f. Any Deed surrenders as appropriate.
  - g. A request for approval for the renewal of the Cemetery management system contract or a recommended alternative.

Referenced Documents:

Cemetery By-Laws  
Burial Plot Application



Deed for Brantingham Cemetery

Deed for Sands Cemetery

Deed for Otter Creek Cemetery

Signature:

\_\_\_\_\_ Town of Greig  
(signature) (please print name) Town Supervisor

Date: \_\_\_\_\_

\_\_\_\_\_ Town of Greig  
(signature) (please print name) Cemetery Sexton

## Zoning Law Update With Regards to Merged Lots

The Town of Greig amends the current Zoning Law from:

“Section 310 Zoning Map

Said zones are depicted, defined and bounded on the map accompanying this law entitled “Town of Greig Zoning Map,” dated May 9, 1990, as amended, and filed in the office of the Town Clerk. Said map

and all explanatory matter thereon is by this reference incorporated into this law.”

To:

Section 310 Zoning Map

Said zones are depicted, defined and bounded on the map accompanying this law entitled “Town of Greig Zoning Map,” dated May 9, 1990, as amended, and filed in the office of the Town Clerk. Said map

and all explanatory matter thereon is by this reference incorporated into this law.

Lots to be merged shall meet the following requirements:

1. No lots shall be merged that have different zoning designations.
2. Lots must be contiguous.
3. Lots must have the same owner(s).
4. Proof that all property taxes are current on all properties shall be provided by the owner(s).
5. The owner(s) of the properties shall obtain a statement from the Zoning and Building Codes official(s) stating that there are no zoning or building code issues with any of the properties.
6. All proposed lot mergers are to be reviewed and approved by the Planning Board.

Section 925 Planning Board

Sub-bullet 4 is added to Subsection B Powers and Duties:

4. Review, approve or disapprove all lot mergers.