

April 15, 2026

The regular meeting of the Village of Cassadaga was called to order at 7:00 pm by Mayor Abersold. Trustee's present included Cathy Cruver, Jeffrey Frick, and David Rowley. Clerk Sue Penhollow also in attendance. Trustee Dubois was absent.

**RESOLUTION # 72
APPROVAL OF MINUTES**

A motion was made by Trustee Cruver to approve the minutes of April 1, 2026, seconded by Trustee Frick. VOTE: 3AYES, 0 NAYS.

**RESOLUTION # 73
APPROVAL OF AGENDA**

A motion was made by Trustee Rowley to approve the agenda, seconded by Trustee Cruver VOTE: AYES, 0 NAYS.

GUESTS: Judy Garncarek, Debbie Metzger, Alex Witkowski, Nathan and Laura Pownall, Tammy Wichlacz, RaeAnn Crandall, Nancy Wickmark, Janet Ferry, Kevin Way

RESOLUTION #74 APPOINTMENT OF Judith Garncarek to the Ethics Committee, approved sworn in by Clerk Penhollow.

MAYOR ABERSOLD'S REPORT

I would like to extend my sincere appreciation to all individuals who contributed to the 2024 submission of the NY Forward grant application. The board remains committed to pursuing the strongest possible grant application for 2026 and subsequent years. The Department of State NY Forward/Downtown Revitalization Initiative website outlines seven program goals, which will be clearly highlighted in Trustee Rowley's report.

On Monday, April 6th, the board conducted a meeting with Dan Loretto and Alyssa Wise from Doeren Mayhew to develop a preliminary budget for fiscal year 2026-2027. The budget requires approval this evening to ensure timely filing with the county and state, and Doeren Mayhew will oversee submission of the necessary documentation.

I am pleased to inform you that the dump truck is operational and was recently driven to the Town of Gerry for brake installation and associated maintenance. Fluids, filters, and minor items were required to restore full functionality.

With the appointment of our new clerk/treasurer and deputy clerk, we will be updating our online banking procedures. During the absence of a clerk/treasurer, I ensured essential safeguards were maintained for village residents, the Board of Trustees, and myself, with guidance from Doeren Mayhew throughout the

challenging transition. Upholding integrity, accountability, and transparent communication remains central to this board and the office I hold. The absence of financial statements in the minutes was not an intentional oversight. The bare minimum in bank transactions occurred during the time without a treasurer.

Additionally, Jeff and I met with a representative from Storers Container to discuss the management of the village's mulch, leaves, and branches. I am pleased to confirm that branches and leaves can now be transported to their facilities without the need for chipping or grinding.

OLD BUSINESS:

- 1. 72 LAKEVIEW-No further information**
- 2. WATER PROJECT-Mayor Abersold , Matt Zerbo on hold**
- 3. FIRE HYDRANT Maintenance/Repair-Tabled until DPW is on board. Well location narrow down for May 6, 2026 meeting.**
- 4. 52 N Main St. trash violation ordinance, dumpster was filled and removed. Happy to get it cleaned up.**

NEW BUSINESS:

RESOLUTION #75 BUDGET APPROVED, \$591,4334 total, amount to be raised by taxes \$152,887.00, TAX RATE \$3.43 PER \$1,000 .11 CENT INCREASE. No public input, Motion to accept 2026-2027 budget made by Trustee Cruver, seconded by Trustee Frick. Vote 3 AYES, 0 NAYS.

RESOLUTION #76 CONSTITUTIONAL TAX LIMIT APPROVED \$100 BELOW NYS Limit. Motion to accept made by Trustee Cruver, seconded by Trustee Rowley. 3 AYES, 0 NAYS.

LEAF-BRUSH REGULATIONS SCHEDULE, Previous administration approved Mondays as pick up day, no changes in the day, time up to the discretion of the DPW workers, Brush sizes will be no more than 4" in diameter and 8' long. Bio-degradable bags an option for residents who wish to bag leaves will ask Herb Storer if allowed.

**PUBLIC WORKS BIANCCA RIGGLE'S REPORT-Absent
Emailed report to Mayor Abersold**

4/15/2026

DPW Report

Biancca Riggle

First I would like to express my gratitude towards the village of Sinclairville for maintaining our water system and to the town of Gerry for the work they have done to the dump truck while I was away.

What I have been updated on:

The truck is still at Gerry's shop being worked on

Some of the leaves and sticks were picked up while I was away

Since I have been back I have

- touched base with all surrounding superintendents
- Continued checking water
- Marked out dig requests
- Worked with job corps to help rule out supply causing low water pressure
- Prepped the mower for summer use
- Asked Stockton to come assist with loader maintenance
- Called Dodge dealership to get recalls taken care of for our truck
- Picked up all remaining piles of sticks and brush

I would also like to make it known the old snowblower was never missing, just in the Royce barn by the cemetery and was put outside by me when moving things around. It is missing a driveshaft that was lost during use on N Main St late two winters ago. I was never asked about its whereabouts.

I am waiting to hear back from Jeff Frick about our tractor to start winter plow clean up and will start mowing and string trimming these next two weeks. I will wait for further instruction for a stick and leaf pickup schedule. When unable to work outside I will be working on cleaning and putting things back inside the shop, when not busy with water responsibilities.

I, Bianca Riggle would like to rescind my letter of interest in the superintendent/supervisor role for The Village of Cassadaga

TRUSTEE DUBOIS' REPORT

I will not be attending tonight's VBOT meeting due to not feeling well and still recovering from surgery.

Here is my report if you wish to read it/include it in tonight's meeting.

First, I would like to thank Randy Carlson and Andy Hastings for repairing the 'Welcome to Cassadaga' sign along RT 60 Northbound. Thank you to Rudy & Randy for re-installing it today after the sign has been repaired. Also, a thank you to Fox Fence for donating the posts.

I would also like to thank Tammie Wichlacz and Sue Penhollow for getting the 'Bell Jar' games of chance application completed and submitted on behalf of the Cassadaga Fire Department.

I appreciate their hard work and determination to get things like this completed without having had any training to do the job. Truly appreciate their dedication to get the job done.

1. Has the village received any feedback from Alicia Willoughby from BOCES in regard to yard work project that was offered up to village residents? I am curious how many residents may have requested assistance and if there is anything that the village can do to assist Alicia with this project. Tentative date was around Earth Day, which is April 22nd.

2. Signs that are nailed to the telephone poles or placed in the ground at the 4-corners of Cassadaga (Maple Ave and RT 60) in my opinion, look tacky. One is for an amish business. I do not think that these types of signs should be displayed in the center of our village, just my opinion. I can support a temporary sign for a yard sale or something of that nature but not signs left up for weeks/months advertising a non-local business. I am pretty sure there are zoning regulations about signage and the duration they can be posted.

3. Is the Village Planning a Village Clean Up Day as has been done in the past? The village usually picks a Saturday in April or May to have a container dropped at the DPW and offers village residents to get rid of their unwanted items. This is typically only for a few hours like 8 a.m. to 1 p.m. I would be willing to assist with this if I am available on the day selected.

4. Does anyone on the Village Board have an update on the Christmas Decor that was taken from the Park to the Cassadaga Job Corp for repairs? Do we know if the work was completed? Has the decor been returned to the Village?

5. The AED for Cassadaga Youth Baseball and Cassadaga Beach was taken out of storage 4/14/26. AED pads are good through 6/28/26. We will need to replace the pads before they expire at the end of June. Mayor Abersold delivered the AED to BJ Monticelli on 4/14/26 so that it available for all baseball practices and games.

6. Cassadaga Fire Department Chicken BBQ this Sunday, April 19th beginning at Noon. \$15 per dinner.

7. Annual Cassadaga Fire Department Sportsman Raffle is Sunday, May 3rd. Expect increased traffic, pedestrian traffic, and parking within the village for this event.

8. Are there any residents that own lake-front property that would be willing to have a dry-hydrant installed on their property to assist in the event of a fire within the village? Anyone that is interested, please contact Fire Chief Bobby Frank.

A **dry hydrant** is a non-pressurized, permanently installed pipe system (usually pvc) that allows fire departments to easily draft water from static sources like ponds, lakes, or streams for firefighting, especially in rural areas.

Respectfully submitted,

Trustee Danna DuBois

TRUSTEE CRUVER'S REPORT

Proposed Employee Timesheet System

Overview This proposal introduces a simple digital timesheet system for DPW employees. It uses a basic Google Form (like a short online questionnaire) that feeds into a spreadsheet automatically. The goal is to make tracking hours easier, more accurate, and less time-consuming—without adding complexity.

How It Would Work Employees would fill out a short form with:

- Their name
- Date worked
- Hours worked

- Type of work (DPW or Water)

That's it. Once submitted, the information automatically goes into a spreadsheet—no manual entry needed.

The spreadsheet would then:

- Add up hours for each employee
- Organize totals by week
- Separate DPW and Water hours
- Track hours by job type for clearer reporting

Why This Helps the Village

- **Fewer Errors:** No more handwriting issues or math mistakes
- **Saves Time:** Totals are calculated automatically
- **Clearer Tracking:** Easy to see who worked, when, and on what
- **Track Work by Job Type:** Shows exactly how much time is spent on DPW vs. Water work, helping with budgeting and planning
- **Better Planning:** Weekly summaries help spot trends and staffing needs

What It Takes to Get Started

- Employees would need access to a phone, tablet, or shared computer
- A quick walkthrough (nothing complicated)
- A simple expectation to submit hours weekly

Bottom Line This is a straightforward, low-cost way to improve how we track employee time. It reduces

paperwork, improves accuracy, and gives the Village clearer information to make decisions—without making things harder for anyone.

Training:

I will gladly meet with Sue, Tammie, and Bianca to familiarize them with using the Google forms and the Google spreadsheets for both the purchase requisition process and the timesheet process. I can help them set up a Google Drive for the village that will then house all this information and be in complete control of the village. This will make it easier to put safeguards in place so our information remains both protected and accessible to those who need it.

Communication:

I received correspondence from a village resident, who spoke on behalf of several residents, regarding the NY Forward Grant application process. The residents wish to remain anonymous at this time. I would like to read their thoughts into record.

NY Forward Grant –Thoughts to Consider

1. Strategic Alignment and Flexibility Is the current NY Forward team open to adjusting its direction to better align with the long-term growth and prosperity of the Village? We should prioritize proposals that reflect community-wide benefit, not just a single project vision.
2. Infrastructure Reality Check The Village is already facing a declining population, DPW workforce shortages, and aging water infrastructure. Key question: Can our current systems realistically support 12–24 new units plus a daycare, or would major upgrades be required (water, electric, gas)? Important constraint: The Village does not have a public sewer system. Any large development would require significant septic capacity.
3. Lessons from Past Projects The Job Corps project required a massive septic system that consumed valuable lakefront land and reduced long-term tax potential. Are we fully accounting for similar impacts before approval this time?
4. Capacity and Execution Concerns There have been ongoing delays on village projects, such as the beach bathrooms now entering a third summer. Are we at risk of overextending village resources with another large-scale project?
5. Regulatory Consistency and Fairness Past development challenges include:
 - 72 Lakeview property stalled due to heavy restrictions
 - Short-term rental owners facing significant hurdles
 - Valley Outdoors overcoming major obstacles despite adding jobs, tax revenue, and services

Are we applying consistent standards across all development types?

6. Re-evaluating Economic Impact Short-term rentals have functioned as a “silent economy,” supporting tourism and driving local spending. Are we undervaluing existing contributors while overestimating new ones?
7. Viability of Senior Housing Proposal Key unknowns include construction costs, rental affordability, actual demand, and long-term financial sustainability. Many current residents struggle with home repairs. Would seniors realistically be able to afford new-build rental pricing?
8. Community Demand vs. Assumptions Claims of support for senior housing and daycare need validation. Has a comprehensive resident survey been conducted with full cost transparency, unit details, and potential restrictions? Wanting something does not necessarily mean residents can or will support it financially.
9. Existing Housing and Residency Trends There are currently vacant homes in the village, and some residents live elsewhere for part of the year. Would higher rental costs limit flexibility for part-time residents?
10. Risk Awareness This proposal is still in an early stage, and many critical elements remain unknown, including infrastructure costs, environmental impact, and long-term viability. Incomplete information creates a high risk of unintended consequences.
11. A Shift of Focus A preliminary proposal by AJ Witkowski may offer:
 - Immediate feasibility using existing properties

- High visibility on Route 60
- Direct support for local commerce

Trustee's Cruver's comments:

Progress is not about saying yes to something new. It is about saying yes to the right thing, at the right time, with the right foundation.

These points reflect a thoughtful, realistic approach to growth in our Village. We all want to see Cassadaga thrive, but that means making decisions grounded in infrastructure capacity, financial viability, and true community support—not assumptions. Moving forward with the proposal, we need clear answers, transparency, and alignment with what will sustainably benefit the Village as a whole.

TRUSTEE FRICK'S REPORT

Village of Cassadaga sign was replaced on Stockton Hill

No parking sign on Rt 60 across from Tim Hortons was repaired

Called NYSDOT about replacing the Village of Cassadaga sign on Bard Road

Thanks Andrew Hastings, Randy Carlson and Rudy Abersold for repairing and install the Village of Cassadaga Sign on the South side of RT60

Talked with NYSDOT and was informed that the rough spot on RT 60 will be milled and filled as part of the project going from Sinclairville to Cassadaga

Dump truck motor has been replaced. The truck is in Gerry getting the brakes repaired.

Glad to see citizens volunteering for committees.

Discussed the brush pickup. I think there we just have to keep at it and not let it build up. If we can't do it Monday do it as soon as possible to get it done. Talked about manning the compost pile.

TRUSTEE ROWLEY'S REPORT

- 1) The Mayor and I met with Nancy Wickmark of the NY Forward Core Team and local businessman AJ Witkowski last Thursday, April 9th to discuss the NY Forward grant application. I will have a statement on the outcome of that meeting in a few moments.
- 2) Code Enforcement Officer Dan Delcamp and I met with Taylor West, Environmental Program Specialist 1, DEC Division of Water and Erin Kane, Environmental Program Specialist Trainee, with the DEC Division of Water, also on Thursday, April 9. It was a Community Assistance Visit to discuss the village's participation in the National Flood Insurance Program. The nearly three-hour meeting covered several issues regarding NFIP and the local floodplain. As a Village Board, we will likely have to pass a new local law on flood plain management. A new flood plain map is expected to be released within the next six months to a year. The current local law was passed in 1977 with an amendment made in 1987. The DEC will notify us when we will need to address

this matter, and the agency will help us with the proper language of the resolution.

- 3) As a member of the board of directors, I attended the Cassadaga Lakes Association April 7 meeting. Among those attending, Dave McCoy, Chautauqua County Watershed Coordinator. Dave manages the 2 percent occupancy tax program for the county. He said the CLA is on the County's "radar" and is part of a waterways plan to be presented to the County Legislature later this month. There was a discussion over the need for a new weed harvester and the need to reach out for grant funding. The next CLA meeting will be held the first Tuesday of May.

NY Forward statement:

I would like to acknowledge the recent resignation of Nancy Wickmark, Chair of the NY Forward Committee. Her dedication and enthusiasm in leading this group have been commendable, and I want to express my appreciation for her contributions.

As someone who has also served as a member of this committee since its formation in early 2024, I have developed concerns regarding the direction of our discussions. Specifically, the emphasis placed on senior housing and an intergenerational childcare center has prompted questions about whether these projects align with the primary objectives of a NY Forward grant application. While there are those who consider this "cutting edge", I am not convinced that it should become the focal point of our proposal.

To provide context, here are the DRI and NY Forward Goals as outlined on page 13 of the NY Forward and DRI guidebook available online at NY.gov:

- Create an active downtown with a strong sense of place.
- Attract new businesses that create a robust mix of shopping, entertainment, and service options for residents and visitors, and that provide job opportunities for a variety of skills and salaries.
- Enhance public spaces for arts and cultural events that serve the existing members of the community but also draw in visitors from around the region.
- Build a diverse population, with residents and workers supported by complementary varied housing and employment opportunities.
- Grow the local property tax base.
- Provide amenities that support and enhance downtown living and quality of life.

- Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts.

In my opinion, the project does not seem to align with the goals outlined by the State of New York.

I also think it may be time to take a fresh look at the process of applying for a NY Forward grant. According to the Governor's website, communities "absolutely can-and-should-form a committee to prepare for a NY Forward grant application."

Here's more from the Governor's website:

"While a formal Local Planning Committee (LPC) is appointed *after* a win, creating a preliminary committee (or working group) is crucial to conducting the required open, robust community engagement, developing a vision, and identifying ready-to-go projects."

In an effort to encourage increased involvement from the public, with particular attention to engaging the business community, I recommend that the board discuss the formation of a preliminary NY Forward committee with new leadership. Due to the constraints of tonight's agenda, I suggest that we revisit this proposal and consider taking action at our next Board meeting.

RESOLUTION #77

APPROVAL OF FINANCIAL STATEMENTS

A motion was made by Trustee Frick to approve the Financial Statements, Seconded by Trustee Cruver. 3 AYES 0 NAY

RESOLUTION #78

A motion was made by Trustee Cruver to accept bills and payroll, seconded by Trustee Rowley. VOTE: 4 AYES, 0 NAYS.

RESOLUTION #79

Entered into Executive session at 8:25, adjourned Executive session at 9:00 pm. A motion was made by Trustee Cruver to adjourn executive session, seconded by Trustee Frick. 3 AYES, 0 NAYS.

RESOLUTION #80

ADJOURN regular meeting at 9:05pm, motion made by Trustee Cruver to adjourn meeting, seconded by Trustee Frick. 3 AYES, 0 NAYS

**Respectfully Submitted,
Sue Penhollow,
Village of Cassadaga Clerk.**