Village of Cassadaga
Minutes Board of Trustees
8/26/2026

Attending: Mayor Abersold, Trustee Cruver, Trustee Rowley, Trustee Frick, Clerk Penhollow DPW Superintendent Frank, Deputy Clerk Wichlacz and Trustee DuBois were absent.

Meeting called to order by Mayor Abersold 7:00 pm.

John Sipos led in the Pledge of Allegiance

Resolution #139 motion to accept minutes for the Aug. 12, 2026 meeting made by Trustee Cruver, seconded by Trustee Rowley, carried. 3 AYES, 0 NAYS

Resolution #140 motion to approve agenda with the amendment of adding #4 Urban Forest Grant Reimbursement/Tree Committee to old business and adding #5 Town of Arkwright Fire Contract to new business, made by Trustee Rowley, seconded by Trustee Frick, carried. 3 AYES, 0 NAYS

Welcome guests: John and Susan Sipos, Helen Runge, Nancy Wickmark, A.J. Witkowski, Randy Carlson, Sue Asquith, Bob Ruether, Nathan Pownall.

John Sipos – Village Historian, What is Labor Day? Time set aside to honor workers, the first Labor Day parade was held on September 5, 1882 in New York City, 10am, Police officers thought it was a riot and called in all available officers, no riot just people happy to have a parade. There were 25,000 people in attendance. Labor Day became a national holiday in 1894 by President Grover Cleveland.
This year on Labor Day, September 7th the Village of Cassadaga will have a parade that begins at 11 am down Maple Ave.

Nancy Wickmark, Planning Board Chair asking to have a Planning Board meeting, this had been approved back in April, she will schedule one.

Mayor Abersold report: Good evening.

Here is my report for tonight's session.

As previously reported, the village recently submitted a $100,000 Market NY grant. To support this application, I attended a Zoom meeting with Rebecca Wurster from the county planning and economic department. Sue Asquith also participated. The discussion focused on two new grant opportunities.

The first is through the Northern Chautauqua Community Foundation for $15,000. We are required to submit a letter of intent to apply by Sept 1. NCCF will then approve those who can submit applications. The foundation requires municipalities seeking funding to work through a local not-for-profit organization as a pass-through. Since that meeting, a CBC member has been asked to assist with this task before the deadline.

A second application for $15,000 will also be submitted through a county grant. This grant can be paid directly to the municipality. The village will address in the future the opportunity to create a Local Development Corporation, LDC, for the specific purpose of being able to apply for non-profit grants without having to establish its own 501C3 organization. This is all good news and good economic movement for the village.

On another front, I remain concerned by what this administration continues to uncover since January in terms of unfinished and unprofessional business operations that were inherited from the previous administration.

I want to address these so that our village residents understand we are here to implement best practices for every aspect and administration of the village. We are learning and cleaning up. Some of this has taken far more time to make right and has diverted our attention away from opportunities and operations we want to improve.

For example, we found little to no maintenance records for DPW vehicles. At the last meeting, it was reported that torches and sledgehammers were needed to remove the rotors and disc brakes from the 2018 Dodge truck, even though

minutes from March 2025 stated that the previous DPW supervisor was able to find rotors to fix the brakes. It was never done until now, 18 months later.

Another concern involves the bandstand repairs. In the future, no contracts involving a village asset can be approved without prior village knowledge and consent. In this case it involved a local organization wanting to do good. The process, which was followed, however, flawed because there weren't sufficient funds to pay the contractor the approved estimate. The village had to cover the shortfall. We can't and won't do business this way. And won't accept stonewalling when we ask for information to be of assistance.

At the last meeting, the Tree Committee asked if $1,000 was included in this year's budget for its use. Going back to December 22, 2023, a grant for $15,000 was awarded to the village for a tree study. The study was completed; trees were planted. In short, the money was spent and no effort was made at the time to submit paperwork

for the grant money. To date the village is still out $15,000 but recently paperwork needed for reimbursement provided to this board. The village attorney will be asked to review the awarded grant and subsequent study prior to submitting the necessary paperwork.

I am requesting accountability from the Tree Committee to provide a summary of the village trees assessment report prepared by Davey Resources. We want to hear about its planning process, including who receives a tree during the fall planting, where trees have been planted, what types were planted, and how many trees have been planted over the past six years.

At that time, we can assess if the $1,000 to be used for future Tree Committee use.

We have been transparent about our findings and actions, and we have maintained open communication with all organizations and most importantly you, our residents.

We hope within a short period of time to go from a "troubleshooting and fix it mode" to a proactive, improvement momentum agenda. We all need to be accountable.

Time is a precious resource. The sooner we can devote our time to future positive opportunities the better. We hope to get there soon.

Clerk Penhollow Financial and Payroll report: August 26, 2026

Bills paid on 8/26/2026 $12,894.29
Abstracts are available to be viewed upon request.

Deposit 8/20/2026 $6829.84 water $6,759.84, building permits $70.00

Payroll for period ending 8/21/2026 $ 10,418.08 **Community**

Bank Accounts:

Checking		$281,807.16
Trust & Agency		$ 15,217.56
Capital Water		$ 70,405.71
Water meter deposit		$ 557.15
General savings		$ 51,195.76
Water savings		$ 734.87
	TOTAL:	**$419,918.11**

Lake Shore Savings Accounts:

Debt Service Reserve (2103)	$363,532.62

General Savings – Village (3770)	$ 91,629.48
DPW Equipment Reserve (2098)	$ 22,562.55
Water Savings (3778)	$ 10,909.65
Village Reserve for Repairs (3808)	$ 50,474.73
CVFD Fire Department Equipment Reserve (2099)	$ 38,805.17
TOTAL:	**$577,914.20**

respectfully submitted,

Sue Penhollow clerk/treasurer

Resolution #141 motion to accept financial and payroll report made by Trustee Criver, seconded by Trustee Frick, carried. 3 AYES, 0 NAYS

Clerk Penhollow's report: All water bills have been mailed out; the new pay portal is up and running residents must register in the new portal to pay online. **www.pay.waterbill.com/login-cassadaga-ny,** at this time there is a 1.95 convenience fee charge, we will work on trying to get this removed for the next billing cycle.
The Annual Water Quality Certification form has been completed and submitted to the county.

Old Business:
1) Future Water Project- Production well drilling scheduled for 7/20th nothing new
2) Fire Hydrant Maintenance and Repair - nothing new
3) Zoning Document - nothing new
4) Urban Forest Grant Reimbursement/Tree Committee:
Bob Ruether: Just sign, notarize and send paperwork, Mayor, Attorney will read the contract prior to any signatures and mailings, Attorney never reviewed, he knew the grant had been applied for. Mayor's questions: Is there a written policy as to who receives trees? Is there a list of where trees have been planted? Bob: Emails are sent out to residents and anyone wishing to have a tree planted lets the committee know. The committee then goes to a nursery and gets 7-8 trees to be planted. About 40 trees have been planted in the past 5 years. No specific list, High St, Maple Ave, Frisbee, ball field have all received trees.
Nancy Wickmark has a spreadsheet as to addresses, she will forward to the board.
Trustee Rowley asked- Are the species of trees following Davey Resources guidelines? Bob – yes.
Trustee Cruver- why these questions are being asked is for the board to make sure the grant money is being used the way it was meant to be used.
The trees need to be visible from the road, purpose is to repopulate trees, for health, beauty and shade. Guidelines must be followed. Is maintenance required, water when planting.
Resolution #142 motion by Trustee Cruver to release the $1,000 to the tree committee once the board receives the spreadsheet from Nancy Wickmark, seconded by Trustee Rowley, carried. 3 AYES, 0 NAYS

New Business:

1) Procurement Policy, tabled and move to old business Trustee Cruver is working on a new policy.
2) Cable Franchise Agreement- **Resolution #143** motion made by Trustee Cruver to hold a public hearing on September 16th 7pm prior to the regular to approve the Cable Franchise Agreement, seconded by Trustee Frick, carried 3 AYES, 0 NAYS 3) Resolution #129-Neptune Water Meters, resolution certified.
4) Tim Cobb – Sale of Ambulance: Everything is on schedule, the new ambulance is being built this month and then will be sent out to have the box put on. Discussion for the old ambulance to sell or trade? Either option is acceptable, thinks listing it on a used fire apparatus sight not an on-line auction sight, might generate more money that the trade-in value. Also this would be contingent that the old ambulance cannot be taken until the new ambulance is in operation. The trade in value is set at $19,000. Will send information to the Attorney for confirmation this can be done.
5) Town of Arkwright Fire Contract: Mayor was contacted by Brian McAvoy about the 4 year contract regarding the renewal. This is tabled.

Public Works Superintendent Frank's report: - High St. Is in working condition as of now as far as pressure. Believe, the bladder in the pressure tank may have a leak in it. Tank had 0 air pressure in it. It's been filled and we are going to check it again in a week and see if the pressure is holding.

- Sending me a quote for the other parts of high st station that are not working. The pump timers are inoperable, Pressure switch is bad, bladder in the case that this one does leak. They are also going to give me a quote to upgrade the control system. The internals of the current panel are obsolete, and parts are not readily available.

- Generator on high st will no longer run on auto. Not sure what happened. If it's set to auto, it will immediately start and continue to run until you manually shut it off.

- Ive had 3 people come in to quote the fire alarm system, received 1 quote waiting on the other 2. Our current company cane out and told me it's not worth putting the money into fixing the current because of the age of it.

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- Plow equipment has been brought in. Working on getting that back up and repaired. Patch some holes in the plow, truck frame needs new lights and wiring,

going to need a couple hydraulic hoses. Sander needs a new spinner motor. Just small things, nothing major.

- Electrical engineers were out yesterday looking over things as far as power goes for the new water project.

- Spoke with matt and he spoke with the health department, Both treatment buildings currently at the dpw site will be taken down, it will just be the 2 wells. Those 2 wells will be pumped up Maple Ave. And into the well 5 treatment building along with well 6. All the wells and treatment will now be condensed into 1 building.- Still trying to get another company to come in and quote the sewer line repair for this building. I have talked to a 3rd and said he would come out and quote it but he has yet to be here to do so.

1) Trustee Rowley's report: Beach work. I want to commend Bob and Bob for the work they did following the heavy rain that hit on August 17. We had 2.61 inches of rainfall within a couple of hours, which damaged the beach. They immediately went to work and completed the job.
2) Kudos to our Beach program. Tammie and her crew did a fine job during the summer. I also want to thank Cathy for her oversight of the program. 3) I attended the NY Forward meeting held on August 18. The Core Committee continues to prepare for the September 29th walk-through with State representatives. Another meeting is set for Sept. 1st.
4) Squadron 1280 held the last of the four-summer car shows it holds each year at the American Legion Post on Maple Ave. A total of 102 cars participated in last night's event. Proceeds benefit local veterans.
5) Speaking of the Legion, the organization will be participating in the upcoming Labor Day Festival. A Street Dance will be held in the parking lot on Friday, Sept. 4th and a Chicken Barbecue is slated for Sunday, Sept. 6th.
6) The Business Alliance is holding a Cassadaga Days on Saturday, Sept. 5th. We hope everyone can attend, with several vendors taking part in the event.
7) And following the Labor Day Parade, the CLA will again hold its annual Ducky Derby starting at 12 pm. Tickets are available and will be sold along the parade route.

Trustee Cruver's Report:

Comptroller's audit response:

I have not yet had sufficient time to complete the review of the audit findings and develop the Village's proposed response. I plan to have a draft response prepared for our second meeting in September. If the agenda allows, I would like time to present the draft, review it together, make any necessary revisions, and formally approve the response.

Library Support:

I would also like the Board to consider ways the Village could help promote the programs, services, and resources offered by the Cassadaga Branch Library. The library is especially valuable to young people and families with small children, providing opportunities for early literacy, learning, creativity, and positive social interaction close to home.

Supporting greater awareness of library offerings could also help strengthen connections among residents and make our community an even more welcoming and engaged place for families. This support might include occasional public announcements, SlickText notifications, or advertising selected library events on the sign in the park. A relatively small promotional effort from the Village could help more residents discover and benefit from this important community resource.

Trustee Frick's Report: Talked with Bob Frank about a maintenance schedule and we decided on one and made a sheet to keep track of oil changes and other maintenance items.

Talked to the mechanic that is working on our Dump Truck. He said it may get expensive. The truck sat for a long time and some airlines have dry rotted and things like that.

Talked to the mechanic that is working on our Dump Truck. He said it may get expensive. The truck sat for a long time and some airlines have dry rotted and things like that.

Talked with Mom and Pops Recycling about our street sweeper. They are going to haul it for us at no cost to the Village. Their tractor trailer is getting repairs, but they will contact us when its available.

We have to take a look at the roof at the DPW building soon.

We have to look into shared services to have tree stumps ground on High Street and North Shore Park.

Asked Bob to make sure CHIPS money will roll over to next year.

Resolution 144 Motion to adjourn meeting made by Trustee Rowley, seconded by Trustee Cruver, carried 8:23 pm. 3 AYES, 0 Nays.

Respectfully submitted,

Sue Penhollow, clerk/treasurer