Village of Cassadaga

Board of Trustees

9/16/2026 Meeting Minutes

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

Resolution #150 motion made by Trustee Cruver, seconded by Trustee Rowley to open the public hearing for the Cable Franchise Agreement, carried.

Clerk Penhollow read the resolution, voting was unanimously approved by the board.

Mayor Abersold asked any questions from those in attendance, none.

Resolution #151 motion to close public hearing made by Trustee Rowley, seconded by Trustee Frick, carried, closed at 7:15pm.

Mayor Abersold called the regular meeting to order.

Resolution #152 motion to accept the minutes from the 9/2/2026 meeting made by Trustee Cruver, seconded by Trustee Frick, carried. 3 AYES, 0 NAYS.

Resolution #153 Motion to accept the agenda with an addition to New Business of changing the October meeting, motion by Trustee Frick, seconded by Trustee Cruver, carried. 3 AYEs, 0 NAYS.

Welcome guests: Nancy Wickmark, Cindy Flaherty, Rae Crandall, Randy Carlson, Pam Ulrich, Nathan and Laura Pownall

Nancy Wickmark: 3 things to talk about: I attended CBC meeting last week, the first being that our community is now seems to be in the spotlight with a lot of county organizations our representatives, things like that I would like to give credit to over the last 10 years, activity of so many of our organization like the CBC, the legion, the lakes association. The Chautauqua Gazette is doing a publication about Cassadaga and have asked many businessowners and organizations to give information to her. Mayor had a nice conversation with Laurie. All stories are due by Friday. She feels the village shouldn't apply for grants without the availability of matching funds. NY Market grant with the CBC the village has a $25,000 shortfall and would like the application to be withdrawn. Cindy has applied for a grant which would be applied to the matching funds portion of the NY Market grant. Rebecca has assured us there are other avenues to get the other $5000. Mayor, we are not going to be responsible for the $25,000 as we are also applying for county bed tax

money for up to $15,000, the grant that was applied that Rebecca competed this week on behalf of the CBC to the NCCF is for $20,000, the village is committing to is $10,000, that gets us to $30,000, we are applying for $15,000 through the county bed tax, that gets us to $45,000 which leaves $5000 that we would be short and Rebecca has assured us that there's other avenues to raise that $5,000. That's why we as a board are working closely with the county planning department and economic development. I understand your concerns but this is the bottom line.

The zoning document- will be addressed under old business.

Cindy Flaherty requested permission to decorate Ames Common for fall and ask for $100 to spend, she will submit receipts. **Resolution #154** Trustee Cruver made a motion to approve $100 and reimburse Cindy once receipts are received, seconded by Trustee Frick, carried 3 AYES, 0 NAYS. Mayor asked if the decorating could be done by September 29th, yes. Also when fall is over can she get help removing the hay bales? Yes, Bob will do this. I also just spent the last few days helping with a seaweed survey which was requested by Dave McCoy to identify potential threats to the environmental health of Cassadaga Lake, I don't have the official reports, we just finished up today and we did find some invasives in the lake but we also found insects that on feeding on it, we also found a lot of seaweed called Ladder Mort and that signifies a healthy lake.

Mayor Abersold's Report: Labor Day Festival Weekend

On Friday evening, I attended the street dance during the Labor Day Festival. I enjoyed listening to the music and watching several people dance.

On Saturday morning, I attended the start of the Wilson Endurance Sports Cassadaga Man event. I spoke with spectators who were supporting athletes, including visitors from Akron, Ohio, and Meadville, Pennsylvania. Some families used local short-term rentals, while others stayed in nearby hotels in Jamestown.

On Saturday afternoon, I attended the ribbon cutting for 3Lake Café's new mobile coffee trailer, which was set up during Cassadaga Days in the Witco parking lot. Many vendors were present, each offering unique products or services. The music was much appreciated, and I was told there was a steady flow of people throughout the event. The children's activities also appeared to be very popular.

Saturday night's fireworks were well attended from my vantage point near the old Little League ball diamond. Sunday was a slower day for me at the festival, and I finished the very popular animal float for the Bear Lake Rod and Gun Club.

Monday's parade was a huge success. So many people lined Maple Avenue, and it was refreshing to see so many families with young children. Congratulations to Sally Lawson and Annette McChesney for organizing a great parade.

Thank you to all the organizations that helped make the weekend event a success, including Citizens for a Better Cassadaga, the Cassadaga Lake Association, the Cassadaga Business Alliance, Cassadaga American Legion Post 1280, the Village Board of Cassadaga for approving the fireworks, and our DPW for keeping the village grounds looking pristine.

Meetings and Grant Discussion

On Thursday, September 10, I attended the Chautauqua Chamber Local Elected Officials meet and greet at The Athenaeum Hotel in Chautauqua. The event was well attended by county and local officials. There were no formal discussions; it was an opportunity to speak with others from around the county.

Thursday evening, I was asked to attend the monthly CBC meeting. Although I arrived late, I was able to discuss the pass-through grant application for the $20,000 NCCF grant. Everyone agreed that Rebecca Wurster was the best person to complete the application, and CBC offered any assistance necessary to support her.

Village Updates

I have received numerous phone calls and text messages regarding the beaver issue in the culvert on Dale Drive. On Saturday morning, a nuisance trapper working with the CLA informed me that the permit held by the CLA is not valid anywhere other than the land in the outlet.

I have been in contact with the County Highway Department, as has Bob Frank. Today, the culvert was cleaned out again, and a grate that had previously been removed was reinstalled. The beaver-exclusion fencing previously installed by neighboring landowners had been successful. Hopefully, reconstructing the damaged fencing will eliminate the eager beavers.

The new production well is in its second day of drilling. Our guest this evening will provide more information

Clerk Penhollow – Financial and Payroll Report:
September 16, 2026

Bills paid on 9/16/2026 $27,313.39
Capital Water project $45,325.00
Abstracts are available to be viewed upon request.

Deposit 9/11/2026
$5,624.24 - Water bills
$17,320.75 – STR Application Fee $ 250.00
Cert. of Occupancy $ 25.00
New water hookup $ 2,021.96
Water bills $15,023.79

Community Bank Accounts:

Checking		$312,543.89
Trust & Agency		$ 14,834.63
Capital Water		$ 79,645.71
Water meter deposit		$ 557.15
General savings		$ 51,200.11
Water savings		$ 734.87
	T**OTAL:**	**$459,516.36**

Lake Shore Savings Accounts:

Debt Service Reserve (2103)		$363,594.38
General Savings – Village (3770)		$ 91,637.26
DPW Equipment Reserve (2098)		$ 22,566.38
Water Savings (3778)		$ 10,909.93
Village Reserve for Repairs (3808)		$ 50,479.02
CVFD Fire Department Equipment Reserve (2099)		$ 38,811.76
	TOTAL:	**$577,998.73**

respectfully submitted,

Sue Penhollow clerk/treasurer

Resolution #155 Motion by Trustee Rowley, seconded by Trustee Frick to approve the financial and payroll report, carried. 3 AYES, 0 NAYS.

We also received a letter from Springbrook Software which is the old KVS accounting program threatening to send us to collections if not paid, Trustee Cruver and I discussed previously and she suggested that we speak to our attorney and have him put together a response, just a quick, listen we're not, we've cancelled, we're not going to do this. If a motion was needed she would make one but not necessary. Also I sent an email to all of

the planning board and the zoning board of appeals that a training opportunity which is required is available in our area on November 4th in Salamanca and the 5th in Lakewood, just let me know which class you wish to take and I will make the reservations and submit payment. Once completed I will need a copy of the certification.

Old Business: 1 Future water project, new well drilling is located in the far left back corner by the pine trees and such, as of yesterday they had already drilled it to 30 feet deep, the casing that will be sticking out of the ground will be 30" in diameter, hopefully it will meet our needs, to get the 100 gallons per minute it'll be 30' – 45' deep, geologist are very happy. All the documents for the new meters have been signed and forwarded; they will be purchased this month from the water capital project funds.

2. fire hydrants are all good and will take off the agenda, there is a repair that needs to be made but waiting until the new system is in. Everyone is good at removing this from the agenda? Will let Danna know that it is being removed.

3. Zoning document – Nancy raised a question earlier about this, the boards intention was to wrap up in 6 months if what needs to be done gets done then will focus on to this issue. Old document is in force as the new document was not filed. More attainable tentative is June 2027. The mayor and trustee Frick have had a conversation with Ryan and we're not going to drag this out for years. As part of that the first task the board has given the planning board is to be streamlining the renewal application for short-term rentals.

4. The Urban Forest Grant Reimbursement Tree Committee, The Mayor has submitted what he was able to find on the awarded grant round 16 in December of 2023, the Davy resources study has been forwarded, the reimbursement paperwork that was provided by Mr. Reuther was sent to the attorney and hoping that by the next meeting he will advise how to proceed. The tree committee has a meeting coming up, the village will definitely use all the tools available to us, slick text, village e-mail, website once you get a species list and give further instructions as to where trees could be planted so that before we ask residence if they're interested in receiving the tree, Nancy stated that in the past there were a couple of different criteria as to who and where the trees are planted this will be their discussion at the upcoming meeting. Mayor, share this with us at the next board meeting.

5. Procurement policy, more discussion in Trustee Cruver's report.

6. Arkwright Fire policy, we have entered into a five-year agreement with the Town of Arkwright, discussion with Bobby and Danna and good thing that our Attorney also represents Arkwright. Basically, the only change is the updating of the fees every year. There will be a 2% increase and then whatever the comptroller's office adds for the tax cap to the 2%. January of 2027 the village will receive $29,250.54 and then in 2028 $29,250.54

plus 2% plus the inflationary propagated controller's office and it'll go up every year, that plus the 2%. The attorney has looked at it and is in agreement with it. Bob Frank needs to sign a copy of it along with myself then we will scan and send to the town of Arkwright and hopefully they ratify it.

New Business:

Melissa Kelly, I am the president of the Cassadaga Valley Middle High School PTO,. This is our second year and we are trying to get our name out there because people don't know that there is a PTO in our school. Last year we were able to do some fundraisers and we were able to offer a scholarship to a graduating senior, we did a prom dress drive and were able to give dresses away to kids who possibly wouldn't have been able to go to the prom. This year we're planning on doing more fundraising to offer more things to our students, we have a chili and soup cook-off in October at the Park Church and again the prom dress donations. We are also doing a donation drive for homecoming dresses coming up. We are hoping to help the ski-club kids with their registration fees. Our goal is to help our kids. I am a mom of 3 kids and that's why it is really important to me. I just wanted to come and introduce myself to the board , I am trying to get to all the villages to let them know about us. We are always looking for new and fresh ideas to help our kids.

Second item in New business is the October 7th meeting, there is a conflict with the hall, the county fire auxiliary has there meeting scheduled for here that night, the board decided on Monday October 5th at 7pm.

Trustee Rowley's report:

1) It's great to participate in CHQ Chamber ribbon cuttings and we had two in the last two weeks. Congratulations to 3 Lakes Café on their new coffee trailer. Rudy and I participated in the event held during the first ever Cassadaga Days event. And the following week, Jeff and I participated in a ribbon cutting for Cassadaga Hook and Paddle. Congratulations to Nathan and Laura.
2) By all indications, the Labor Day Festival was very successful. Congratulations to all the organizers. I had a lot of fun selling Ducky Derby tickets along the parade route.

3) The NY Forward committee continues to prepare a 2026 application. As part of the committee, I'm currently working on gaining letters of support for the application. I have received positive comments from our state and county representatives. We are hearing from both the NY Forward and county reps that no deadline date has been set for the applications, but it may be as late as December or January. The committee has discussed plans for a walk-thru with Empire State Development reps on September 29th. We will also include a welcome message on the sign uptown.
4) I want to thank Bob and Bob from our DPW and leadership from Rudy in assisting the CLA with the beaver issue on Dale Drive.

Trustee Cruver's Report: Cybersecurity Audit Response

I have completed a draft corrective action plan in response to the New York State Comptroller's cybersecurity audit. The plan accepts the eight audit recommendations and establishes responsibilities, target dates and documentation requirements.

The primary corrective actions include:

- Creating and maintaining complete inventories of Village technology, software and online services.
- Establishing written procedures for acquiring, assigning, reviewing and securely disposing of technology,
- Updating the Village's cybersecurity, acceptable-use, password and data-breach policies.
- Requiring annual cybersecurity training for officials and employees who use Village technology.
- Strengthening password security and implementing multifactor authentication wherever available.
- Reviewing agreements with El Dorado, Doeren Mayhew Accounting and other technology providers.
- Developing and annually testing an information-technology contingency and incident-response plan.
- Establishing Village-controlled records, administrative workflows and independent backup procedures.
- Retaining documentation demonstrating that each audit recommendation has been completed.

The Village Board will retain overall responsibility for governance and oversight.

The Clerk-Treasurer will maintain the corrective-action documentation, and the Mayor or a designated Trustee will provide regular progress reports to the Board. A qualified information-technology professional or contracted provider will be consulted only when specialized assistance is required.

Google Workspace Implementation

I am continuing to work on the Village-owned Google Workspace implementation. This system will support many of the corrective actions identified in the audit response, including:

- Village-owned email accounts and administrative records.
- Secure Shared Drives organized by function.
- Individual accounts with role-based access and multifactor authentication.
- Technology, software, vendor and contract inventories.
- Policy, training, access and incident records.
- Google Forms and linked spreadsheets for purchasing, timesheets, approvals and other administrative processes.
- Documented account-recovery and employee-departure procedures.
- Audit logs and an independent backup or export process.

The system must remain simple, clearly labeled and manageable for employees who are not highly technical. It must also be owned by the Village rather than by an individual employee or personal Google account.

I have Phase One of the implementation planned. This phase concentrates on establishing the Village's ownership and administrative foundation before we begin creating forms, workflows or an internal Google Site. It includes the billing and domain relationship, administrator assignments, account security, Shared Drive structure, recovery authority and procedures for transferring access when an official or employee leaves.

I can present the detailed Phase One plan to the Board at a later date. Because the audit response and Google Workspace implementation involve policies, responsibilities, access decisions and several interconnected procedures, I believe we will eventually need to schedule a separate Board workshop. That will give us enough time to review each component carefully, assign responsibilities and make decisions without trying to squeeze the entire discussion into a regular meeting.

Trustee Frick's Report: Attended the Labor Day festival at Wits store and it was very impressed. Lots of vendors. Great job.

Thanks to all who organized and worked for the Labor Day celebration.

Shared services will help with tree stumps on High Street and around the Village. Bob will repair the water line on High Street. Getting rid of the stumps will help him get that done.

Talked with the mechanic working on our Dump Truck and hopefully will be done late September. He is waiting on some parts but has work to get done on it before they arrive.

Attend the ribbon cutting for Cassadaga Hook and Paddle. It was a very creative ribbon cutting. Good luck Nate and Laura!

Went down to see progress on the Production well at the ball fields. Was very impressed with the company working there.

Trustee DuBois's Report: Good evening!

I have been feeling good and was very hopeful to attend tonight's meeting, but I just worked a 10-hour day and I am exhausted. I need to put my feet up after dinner tonight and just relax.

1. I have no issues with the Town of Arkwright Fire Protection Contract.
2. Tim Cobb had come to a recent VBOT meeting requesting permission to list Ambulance 101 for sale. He is looking for a response from the Village.
3. Bobby Frank will provide the August Fire Department monthly Report tonight.
4. Could Bobby take a look, as time permits, at the light that has blown out facing the side parking lot of the fire department and determine what is needed to repair this? The side lot is completely black after dark.
5. If Terry Penhollow has not already done so, can the community room be reserved Saturday, November 14th for the annual Turkey Party? All day/night.
6. Update on my cancer journey. I will be having my third chemo infusion on Monday, September 21st. A week after, I will be having a scan to determine if I will receive a fourth chemo infusion on Oct. 12th or if I will be going for surgery. I will provide an update and hopefully attend the next VBOT meeting on October 7th. Overall, I am feeling well. I appreciate all the well wishes, prayers, messages of encouragement and cards received. I couldn't keep pushing through it all without these wonderful and kind gestures!

Respectfully submitted,

Trustee Danna DuBois

DPW Superintendent Franks's Report: Waiting on parts for High St. (pressure switches).

2 new chlorine pumps, checked with engineer so they will work with new system.

Dock is out. Bracket where it attaches to shore is broken, needs to be removed and welded.

33 High St. Curb box pipe replacement.

Lead and copper sampling is done.

Going to put in new cage around pipe on Dale Dr. in the morning.

New Neptune water meters are ordered.

Received 3 quotes for the Fire Alarm System, sent copies to all board members, look them over and discuss them at the next meeting.

Tim Cobb is looking for a response about listing the old ambulance, this was discussed with Joe, he is not in favor of this due to it still in service.

Resolution #156 motion made by Trustee Cruver, seconded by Trustee Frick to adjourn meeting, carried unanimously. 8:25pm.