Village of Cassadaga
Board of Trustees Meeting Minutes
9/2/2026

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

Meeting was called to order at 7:00 pm.

John Sipos led the Pledge of Allegiance. History lesson: June 1871 the DAV&P railroad was put in to run from Dunkirk to Cassadaga to Warren, PA to Pittsburgh Pa. never went to Pittsburgh, PA and always had a problem coming up the hill and the twists on Glasgow Rd. Spring on 1971 Hurricane Agnes destroyed it. This lesson came about due to him receiving a picture of the train from 1947 in the mail from the Attica Historical Society.

RESOLUTION # 145 To approve minutes from the 8/26/2026 meeting, motion by Trustee Frick, seconded by Trustee Rowley, carried. 4 AYES, 0 NAYS.

RESOLUTION #146 To approve agenda, motion made by Trustee Rowley to approve the agenda with the addition of Arkwright Fire Contract to old business, seconded by Trustee Frick, carried.4 AYES, 0 NAYS

Guests: John Sipos, Susan Sipos, Nancy Wickmark, Randy Carlson, Cindy Flaherty, Rae Crandall, Braden Carmen, Greg Bacon, Nathan & Laura Pownall.

Greg Bacon, VP of the CBC, Express "THANK YOU" to the board for approving to pay the bandstand remodel, stepping up leaves the CBC the availability o to work on other fundraising opportunities. Helping with the NY Market grant that has been applied for. He is a member of the Observer but always here as a resident and CBC member.
Cindy Flaherty reiterated the Thank you from Greg. Pleasure to work with the board on the next grants. Labor Day events happening, come to as many as you can.

The following letter was received from a property owner, Mayor Abersold will take the lead on this, Superintendent Frank has already provided some data.

Matthew R Bykowski
366 Red Mountain Road
Arlington, VT 05250

Service Address: 114 Dale Drive

August 26, 2026

Mayor and Village Board of Trustees

Village of Cassadaga
22 Mill Street
PO Box 286
Cassadaga, NY 14718

Subject: Formal Inquiries and Action Items Regarding 2025 Water System Reporting Violations

Dear Mayor and Members of the Board,

As a property owner of Cassadaga, I am writing directly regarding the operational and reporting violations issued by the Chautauqua County Health Department in the *Annual Drinking Water Quality Report for 2025* (Public Water Supply ID# NY0600356).

Specifically, the report documents missed deadlines for submitting Q4 2025 monitoring data for Iron, Manganese, PFOA, PFOS, and 1,4-Dioxane, as well as failure to submit the July 2025 chlorine monitoring report on time.

To ensure administrative accountability and public health transparency, I formally request that the Board execute and address the following items:

1. **Immediate Status Confirmation:** Provide written verification that all delinquent Q4 2025 monitoring data—specifically including results for PFOA, PFOS, and 1,4-Dioxane—have now been fully submitted to and accepted by the Chautauqua County Health Department.
2. **Disclosure of Root Causes:** Detail the administrative, operational, or vendor failures that led to both missed reporting deadlines.
3. **Corrective Action Protocol:** Outline the specific internal controls, tracking systems, or designated personnel oversight being implemented to ensure all future regulatory deadlines are met without exception.
4. **Public Record Inclusion:** Enter this letter and the Village's formal response into the official public record and correspondence log of the Board of Trustees.

Please provide an official written response to the address listed above within 30 days of receipt of this letter.

Sincerely,

Matthew R Bykowski

Mayor Abersold's report: I was invited and attended the ceremony to honor our American heros, Congressman Langworthy, Senator Borrello, Senator Molitor, Chautauqua County

Executive Wendell was the MC and Sheriff Quatrone were all in attendance. I was honored and humbled in being asked to lead the Pledge of Allegiance. 2 heros from Cassadaga were honored, Claude Colton for his service in the fire department and the 76'ers. Trooper Chad Boyland for his saving the life of a woman that had been severely injured in an automobile accident that did claim a life. A group of young ladies sang the National Anthem. A CB pass through grant of $15,000 from the NCCF to help offset the $50,000 Market NY grant we applied for. Bandstand renovation project has been put to bed as the final payment was made to Dan Pavlock.

Clerk Penhollow's financial and payroll report: September 2, 2026

Bills paid on 9/2/2026 $9,069.54
Abstracts are available to be viewed upon request.

Deposit 8/28/2026 $9,379.17-Taxes $200.77, Job Corp water $6777.47, water bills $2400.93
9/2/2026 $11,583.07 – building permits $70.00, Taxes $532.65, water bills $9,760.88, charter fee $1,219.54

Community Bank Accounts:

Checking		$281,665.86
Trust & Agency		$ 19,923.65
Capital Water		$ 70,405.71
Water meter deposit		$ 557.15
General savings		$ 51,200.11
Water savings		$ 734.87
	TOTAL:	**$424,487.35**

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:	**$577,988.73**

respectfully submitted,

Sue Penhollow clerk/treasurer
Resolution #147 motion made by Trustee Cruver, seconded by Trustee Frick to accept financial report, carried. 3 Ayes, 0 Nays.

Financial reports will be made available to guests attending the next meeting.

OLD BUSINESS:
Future water project, new well drilling no update
Fire Hydrants: 36 N Main is fully operational again, hydrants on S Main and Alden will need to be completely replaced which will be done with the capital water project.
Zoning – nothing
Urban Forest Grant – no updates
Procurement policy – tabled
Arkwright Fire Contract- Board are all in agreement with the way it is written, Board approval with a 2% increase yearly increase plus the 1% growth factor, once the contract is completed a resolution to accept will be voted on.

NEW BUSINESS: **A Resolution Amending the Regular Meeting Schedule of the Village Board of Trustees**

WHEREAS, the Board of Trustees of the Village of Cassadaga currently holds regular meetings twice each month on the first and third Wednesday of each month; and

WHEREAS, the Board of Trustees has determined that holding one regular meeting per month on the first Wednesday of each month will sufficiently conduct the business of the village and improve operational efficiency;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby amends its regular meeting schedule to reduce the frequency of regular meetings from twice per month to once per month; and be it further

RESOLVED, that regular meetings shall henceforth be held on the first Wednesday of each month at 7:00 PM in the Community Room, Mill Street, Cassadaga; and be it further

RESOLVED, that the Village Clerk is directed to publish and post notice of this schedule change in accordance with the New York State Open Meetings Law.

Trustee Rowley made a presentation for the resolution #148 to the board during the meeting after researching this issue.

Resolution proposal to go to 1 meeting per month beginning October 2026 with the understanding that special meetings will be called if necessary and workshops also. Attorney is fine with the change. **RESOLUTION #148** Motion to go to 1 meeting per month made by Trustee Frick, seconded by Trustee Cruver, the board agrees that if a 2nd meeting is necessary accommodation will be made and it will be scheduled. Carried 4 AYES, 0 NAYS

Planning Board Direction: Planning Board members are required to do a 4-hour training each year. Clerk will send information once she receives as to where and when this is being offered. The mayor is requesting the planning board take the lead on working the clerk and code enforcement officer to develop a simple renewal application for the short-term rentals (STR's) good with the $250 fee and inspection. Also, the mayor requested the planning board meeting to be moved from the library to the village hall, Nancy commented that at the library there is access to the internet and power point presentation, Mayor okay with meeting being at library after the explanation. The meeting is open to the public but does not have to allow public comments.

DPW Superintendent Robert Frank's report:

Hydrant at 36 N. Main St is operational if needed

Still waiting for 2 samples for the lead and copper so they can be sent out

Pipe on Dale Dr. Was cleaned out by the county this morning, working on getting a grate to put back in and repair the fence that is in there.

Pressure on high st seems to be holding so far

Starting to do the maintenance on the hydrants as far as removing all caps and applying grease.

Valve out of methane pit at well 5. Cleaned out and reset the backflow device inside. Needs to go back in.

2018 was the last time systems were flushed need to discuss a setup time to do this. Lakes Association manager is supposed to get us the beaver trapper information and they are going to allow us to use their nuisance permit.

Trustee Rowley's report: 1) First, thanks to Bob for moving the speed display sign to Maple Ave. With the start of school year just around the corner, people are starting to speed again on the roadway.

2) The Village looks in great shape as we head into the holiday weekend. DPW has been keeping up with the brush and the grass.

3) The New York Forward core team continues to work on the application for the $4.5 million award. An outline of program goals and a summary of projects is currently being compiled

4) Thanks to Rudy for sending out the slick text on the Labor Day Festival. Thank you, CBC, for distributing posters showing all the activities.

5) I want to put in plug for the CLA Ducky Derby, which takes place following the parade at the bridge. Tickets are still available. Trustee Cruver, her husband Ron and I will be selling along with Gail Dash before and during the parade.

6) Finally, as many of you know I'm a cooperative observer for the National Weather Service in Buffalo. In addition to tracking snowfall, I also collect rainfall totals. During the month of August, we had 9.4 inches of rain. While the NWS is still compiling data from across the region, that is the greatest total so far reported. As for the annual total, we're at 37.44 inches, which is far from the greatest. I guess we don't need to build an ark quite yet!

Trustee Frick's Report: I have talked with Bob about the water line that is above the ground on High Street. He said he will fix it before Winter. He asked about getting the stumps removed. We will reach out and try to get it done with shared services.

Asked if we can eliminate or change the late fee on Water Bills since they were sent out late. He some complaints.
Thanked Bob for putting the drop inlet on Park Ave. Its been working great.

Trustee Cruver's Report: I wanted to thank Tammie and recognize her work at the beach. Also, to have on record that the newest lifeguard, who has worked at other beaches, was very impressed with the way she runs the program, commenting on how effective, efficient, safe, and welcoming the beach is due to her efforts. His mother, also a certified lifeguard and a certified instructor, gave her high praise, saying she thinks we may have the best beach program around.

Beach director Tammie Wichlacz report:

Resolution #149 motion made to adjourn meeting, made by Trustee Rowley, second by Trustee Cruver, 8:05pm. 4 Ayes, 0 Nays.