

March 11, 2026

The regular meeting of the Village of Cassadaga was called to order at 7:01 pm by Mayor Abersold on March 11, 2026. Trustee's present included Danna DuBois, Jeffrey Frick, Cathy Cruver, and David Rowley

RESOLUTION # 39

APPROVAL OF MINUTES

A motion was made by Trustee DuBois to approve the minutes of February 25, 2026, seconded by Trustee Cruver. VOTE: 4 AYES, 0 NAYS.

RESOLUTION # 40

APPROVAL OF AGENDA

A motion was made by Trustee DuBois to approve the agenda, seconded by Trustee Frick with the following additions: Add purchasing two laptops and meeting date changes for discussion under new business. VOTE: 4 AYES, 0 NAYS.

GUESTS: Randy Carlson, Cindy Flaherty, Judy Garncarek, Debbie Metzger, Terri Seibert, Sue Penhallow, Alec Witkowski, Rae Crandall, Sarah Gilbert, Nathan & Laura Pownall, Roxanne Astry, Tammy Wichlacz, Mark & Holly Kimborowicz, Robert Reuther

APPOINTMENT PLANNING BOARD MEMBER

This is Nathan Pownell's bio for the planning board position.

I grew up in Angelica NY. After high school I joined the ARMY. I served 10 years in the regular ARMY and ARMY National Guard.

I earned a Social Sciences degree from SUNY Alfred and a degree in Elementary Education and middle and high school social studies from SUNY Fredonia.

I worked for the Pennsylvania Department of corrections. From 2003 thru 2020. I served as an officer for 9 years. I then moved into treatment and was a counselor, treatment specialist, and staff trainer. My last 2 years I was the Reentry Services Coordinator for my facility. I supervised, wrote, and approved curriculum for inmates who were preparing to leave for parole or release.

Since retiring from corrections I have renovated 2 houses with my wife Laura finally landing in Cassadaga at our 3rd (and hopefully last) renovation project.

I have many interests and hobbies, and I am looking forward to exploring others in this beautiful area.

RESOLUTION # 41

A motion was made by Trustee Rowley to appoint Nathan Pownall to the Village of Cassadaga Planning Board. Seconded by Trustee Frick. VOTE 4 AYES 0 NAY

MAYOR ABERSOLD'S REPORT

The past two weeks have been very busy since the last board meeting on February 25th.

We have finalized and signed an easement agreement for 40 Maple Avenue between the property seller, our attorney, and the village. Additionally, we returned a signed agreement letter to Doeren Mayhew for our accounting needs. Their primary contact has been extremely helpful, allowing me to share an abstract with vouchers and accounts payable checks tonight.

At the recent Chautauqua County Planning Board meeting, held at the EMS facility within the Town of Chautauqua's building (the former Mayville High School), Director of Emergency Services Noel Guttman briefed the board on various preparedness measures for different emergency situations. Understanding the readiness of all county emergency services is invaluable.

Noel also mentioned that the newly consolidated fire companies in the Mayville area have ordered a new pumper truck— "not a parade truck, just the bare minimum needed"—with a cost close to \$1,000,000.

Previously, the village board entered into a purchase agreement for a new ambulance, and Danna will provide more details in her report; my understanding is that the estimate is roughly \$350,000. The fire department has indicated that the tanker truck will also need replacing soon, with an estimated cost around \$650,000. In total, the village may face up to \$2,000,000 in fire department needs, which the board will need to address.

The Department of Public Works also faces serious concerns regarding the condition of snow-fighting trucks, potentially requiring significant spending.

After discussions with Code Enforcement Officer Dan Delcamp and Attorney Joe Calermi, we discovered that Local Law 1 of 2025 Zoning Law, passed on December 29, 2025, may not have been filed in a timely manner with the New York Secretary of State's office. This update was provided by Joe today after our phone conversation.

Rudy, so after a telephone call I wanted to provide a clear analysis of the Village of Cassadaga Zoning Law, and unfortunately, the answer is not as clear as I had hoped. Municipal Home Rule Law Section 27(3) provides that all local laws must be filed with the Secretary of State and are not effective before it is filed in the office of the Secretary of State. Given that the newly approved Zoning Law was not filed with the State, it is not effective.

Municipal Home Rule Law Section 27(1) provides that local laws shall be filed with the state within 20 days after it has been adopted by the municipality. Obviously, we missed our window. I found older state comptroller provisions, however, that indicate you can file laws beyond the 20-day window.

So, in short, right now the legal Village Zoning Law would be the old code. I recommend sending up local law for filing with NYS so that it can be approved. If approved, then the new law would be controlled. If rejected, the Board will have to hold another public hearing if it wishes to adopt the new zoning law. This is rather urgent, as we need to ensure that Dan knows what laws to apply when reviewing permits or enforcing violations.

As series of emails between former mayor Dorman and my myself are as follows:

February 16, 2026, 1:58 pm

Rudy,

When can I expect to receive payment (pro-rated) for the completed portion of my term for 2025?

Bill

February 16, 2026, 9:44pm

Bill,

Checks were signed on [January 28th](#). I will see if Annette has mailed it.

Sorry for any delay.

Sincerely,

Rudy

March 8, 2026, 9:37pm

Mayor,

As of this date I have not received the above payment. I have confirmed that all end of term checks were mailed on the same day. I have also confirmed that payment has been received by at least one trustee.

After 38 days from your signing, it raises the possibility of being lost in the mail.

This is a request to void the lost check and reissue a check. In the interim I will notify you if I should receive it in the mail.

It would seem reasonable this could be considered at the next village board meeting on [3/11/2026](#) to avoid having to initiate a small claims procedure against the Village of Cassadaga in the Town of Stockton court.

Thank you for your attention to this matter.

W.M.Dorman

March 9, 2026, 9:58 am

Bill,

I was able to research the check produced. It is checking number #6283. The amount is \$554.65 after deductions. I'm contacting our payroll services company to process another check to replace the missing check.

We the board will act at [Wednesday's](#) meeting to make this formal. We've had a vendor also not receive any payment with a check through the mail. When a duplicate check is available, I would rather deliver it to you then rely on the USPS.

Sincerely,

Rudy Abersold

Mayor, Village of Cassadaga

I contacted our accountant, who confirmed that a handwritten check can be prepared for the net amount previously noted in the ledger. A check for \$554.65 will be issued from the Trust and Agency account and delivered in person to former mayor Dorman, pending a resolution

by this board. A stop payment was placed on check number 6283, which may result in fees not explained to me during my discussion with Community Bank.

It was reported to me that there was an unfavorable exchange between a village representative, a local businessman, and the business manager. Another village representative who was present at the time confirmed this incident. Such behavior is unacceptable to this administration.

This concludes my report for the evening. I request that a board member propose a resolution to issue a replacement check for \$554.65 payable to William Dorman.

Resolution #42 A motion by Trustee Cruver hereby requesting a replacement check for the amount of \$554.65 be processed on the Trust and Agency account to replace the lost payroll check number 6283 to William Dorman. Seconded by Trustee Frick. VOTE 4 Ayes 0 Nay

**RESOLUTION #43
CLERK'S REPORT**

A motion was made by Trustee Cruver to table the clerks report, seconded by Trustee Rowley. VOTE 4 AYES, 0 NAYS.

OLD BUSINESS

- 1. WATER PROJECT-Mayor Abersold no new communications with Matt Zerbo**
- 2. 72 Lakeview Avenue-Pictures were taken from the ice by CEO Delcamp, no further action at this time.**

**NEW BUSINESS-
RESOLUTION # 44**

A motion made by Trustee DuBois to purchase two Dell Latitude 5550 5000 Business AI PC Laptop's in the amount of \$1,200.99 for the village clerk's office and for use in the DPW linked to the same cloud account. Seconded by Trustee Cruver. VOTE 4 Ayes 0 NAY

RESOLUTION # 45

A motion made by Trustee Frick to change the meeting dates to the first and third Wednesday beginning Wednesday April 1, 2026. Seconded by Trustee Rowley. VOTE 4 AYES 0 NAY

PUBLIC WORKS BIANCCA RIGGLE'S REPORT-Absent

TRUSTEE DUBOIS' REPORT

1. I have read multiple grant awards in the county for housing.

a. City of Jamestown - \$250,000

b. Chautauqua Co. Government - \$250,000

Technical Assistance Grant from New York Homes and Community Renewal Program (Pro-Housing Communities) to create a Master Plan, conduct market studies and zoning analysis, streamline building permits and assist with similar actions that improve their ability to cultivate a pro-housing environment.

c. Dunkirk - \$38 Million awarded to a developer that plans to create a new housing complex that will provide approximately 78 units for disabled veterans, working families, and those who have disabilities. This funding comes from the city's Downtown Revitalization Initiative Grant and New York Empire State Development County Infrastructure Grant Program.

2. Request authorization for the 'Music Abroad' Program members to hold a car wash at the fire hall mid to end of April. The program is not sponsored by the school so each student that has been selected to participate must raise their own funds.

3. CCPEG EFG was submitted on 2/28/26 for the Technical Assistance/Master Plan with a request of \$20,000. Awards are expected to be announced by the end of March.

4. Ambulance Funding Agreement – need to plan into the Budget for 2026-2027. Copies of the agreement from 10/22/25 provided.

5. CVFD First Chicken BBQ of the Season is this Sunday, March 15 th . Noon until sold out. \$15 per dinner.

6. CVFD Annual Sportsman Raffle will be held on Sunday, May 3 rd at the fire hall. Expect heavy traffic in the village and please be courteous to those directing traffic.

7. Continue discussion on possibly having the village compost area open to the village residents in the spring/summer/fall. Need to develop a control plan/policy on how to manage this.

8. As previously submitted and board approved with purchase agreement by Mayor Dorman, the following information regarding the purchasing of the ambulance is provided: Cost of the new Ambulance.

\$339,288.00

\$50,000.00 CCEMS Revenue Payments received by Village

\$38,000.00 Village-Capital Reserve Equipment

\$30,000 Village of Cassadaga (match CVFD)

\$30,000.00 CVFD

Amount to be financed \$191,288.00-Monthly payment to be made from the CCEMS Revenue Account

TRUSTEE CRUVER'S REPORT

Village of Cassadaga – Administrative Modernization Overview Purpose

This summary explains the proposed structure for organizing Village policies and procedures into three separate documents. The goal is to improve clarity, legal compliance, operational efficiency, and continuity of operations for the Village of Cassadaga.

Why This Change Is Being Proposed

The current Employee Handbook contains a mixture of personnel policies, operational procedures, and governance rules. Over time this can make the document difficult to maintain and update. Separating policies into three focused documents allows each to be updated independently while providing clearer guidance for employees, Village officials, and administrative staff.

The Three-Document System

1. Village Employee Handbook

Focus: Human Resources policies and employee expectations.

Audience: Village employees and supervisors.

Examples of contents:

- Employment classifications*
- Workplace conduct and ethics*
- Benefits and leave policies*
- Discipline procedures*
- Workplace safety and harassment policies*

2. Village Administrative Policy Manual

Focus: Governance, financial administration, and operational policies.

Audience: Mayor, Board of Trustees, department heads, and administrative staff.

Examples of contents:

- Roles and responsibilities of Village officials*
- Board meeting procedures*
- Budget and financial oversight structure*
- Procurement and purchasing policies*
- Records management and FOIL procedures*
- Infrastructure project administration*

3. Clerk Office Operations Manual

Focus: Daily procedures used to operate the Village Office.

Audience: Village Clerk and future administrative staff.

Examples of contents:

- Agenda and meeting administration procedures*
- Records management workflows*
- Tax collection procedures*
- Water billing administration*
- Revenue deposit procedures*
- Project documentation coordination*

- Annual administrative calendar

Benefits of This Structure

- Clear separation between HR policies, governance policies, and office procedures*
- Easier policy updates without rewriting the entire handbook*
- Better institutional memory and continuity if staff change*
- Improved transparency and internal controls*
- Alignment with best practices used by many municipalities*

Implementation Approach

Step 1: Update the Village Clerk language in the existing handbook.

Step 2: Begin a full review of the Employee Handbook for modernization.

Step 3: Move operational policies into the Administrative Policy Manual.

Step 4: Develop the Clerk Office Operations Manual documenting daily procedures.

TRUSTEE FRICK'S REPORT

Discussed Village of Cassadaga sign on Stockton Hill. Will be done when things dry.

Discussed the need for a more detailed report by our DPW staff regarding work being done.

Stated that we are working on a better plan for the compost pile.

I will check on repairing our dump truck. I will be talking to the Town of Gerry.

TRUSTEE ROWLEY'S REPORT

1. I have set up a meeting with Sheriff Jim Quattrone to discuss concerns about speeding and distracted driving issues on our local roads. With the recent springlike weather, I think it's issue that needs to be addressed. I have invited the mayor to join us.

2. I've been a member of the NY Forward core team for over two years. I was on the team that applied in 2024 but was unsuccessful in its application. This is a very dedicated group, and we do want to thank them for their service. However, as a liaison with the team, I don't feel there is a shared vision. It seems the group continues to push for projects that focus on senior living and intergenerational childcare ahead of economic development efforts. I have spent some time reviewing winning applications that were submitted by the Villages of Westfield and Mexico. The Westfield application highlighted "fostering economic growth, expanding housing choices, and creating a welcoming, safe environment for residents and visitors." The Village of Mexico in Oswego County, with a population of 1,500, also had an impressive application. The Mayor and I recently met with AJ Witkowski of Wits

Convenience LLC. We invited Bob Reuther, the Business Representative of the committee, to the meeting. I won't get into details, but AJ outlined a proposal that I believe could help make Cassadaga's application a winner. Perhaps more ideas will be forthcoming from the Main Street Masterplan that's due out in June. While no deadline has yet been set for NY Forward applications, it will probably be sometime this fall. Getting to the point, I think the timeline will be too tight for the village of Cassadaga to submit an application that could make it a contender. With key decisions to be made on filling the village clerk's position and deciding the future of the village's DPW, I feel we should not take any action on a NY Forward application in 2026.

3. I would also like to sponsor a resolution:

RESOLUTION #47

Whereas the Cassadaga Village Board of Trustees is currently focused on several priorities, including the hiring of a new Village Clerk and making decisions regarding the future of the Department of Public Works, it is resolved that the Village of Cassadaga does not intend to take action on a New York Forward grant application in 2026. Seconded Trustee Cruver. Prior to a vote, several minutes of discussion by the board of Trustees and with several members of the community. The resolution was tabled for a period of three weeks to be discussed at the Wednesday April 1, 2026 Village Board of Trustee's meeting VOTE 4 AYES 0 NAY

RESOLUTION #48

APPROVAL OF FINANCIAL STATEMENTS

A motion was made by Trustee Cruver to approve the Financial Statements, Seconded by Trustee DuBois. 4 AYES 0 NAY

RESOLUTION #49

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

RESOLUTION #50

A motion was made by Trustee Cruver to enter into Executive Session to discuss a personnel matter. Seconded by Trustee Frick at 8:30 pm

RESOLUTION #51

A motion was made by Trustee Cruver to end Excutive Session at 9:40 pm, Seconded by Trustee Frick. VOTE 4 AYES 0 NAY

RESOLUTION #52

Motion made to Adjourn made by Trustee DuBois, Seconded by Trustee Rowley at 9:45 pm

**Respectfully Submitted,
Rudy Abersold
Mayor, Village of Cassadaga**