

REGULAR MEETING, TOWN OF EAST OTTO, July 14, 2026

A regular meeting of the Town Board of the Town of East Otto, County of Cattaraugus and the State of New York was held at the Town Hall, 9014 East Otto Springville Rd East Otto NY on the 14th day of July 2026.

PRESENT:

Ann Rugg	Supervisor
Dave Forster	Council Member
Sid Barber	Council Member
Brian Westfall	Council Member
Shannon Jones	Council Member
Tom Benz	Superintendent of Highways
Deanna Bowen	Clerk
Jeff Holler	Code Enforcement Officer

OTHER PRESENT:

Sharon Huff

The Meeting was called to order, and the Pledge of Allegiance was recited and led by Supervisor Rugg.

RESOLUTION 51-2026

AUDIT OF CLAIMS

On a motion of Councilmember Forster, seconded by Councilmember Barber the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved that the bills contained on Abstract #7 have been reviewed by the Town Board and are authorized for payment in the following amounts:

Abstract #7		
General Fund	\$ 5,790.65	Voucher 42-54
Highway	\$ 207,024.93	Voucher 53-65
Capital Projects	\$ 1,569.67	Voucher 7

RESOLUTION 52-2026

UTILITY BILLS

On a motion of Councilmember Forster, seconded by Councilmember Jones the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved to approve the payment of the June utility bills.

RESOLUTION 53-2026

MEETING MINUTES

On a motion of Councilmember Forster, seconded by Councilmember Barber the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved that the Board approves the meeting minutes from June 9, 2026, as submitted.

HIGHWAY SUPERINTENDENT

- No updates on the new garage door openers
- Tom presented the Board with a new updated agreement to spend highway funds
- The freightliner box is beyond repair. Tom was able to find a replacement box.
- The culvert on Traffic Street is giving way. Tom will contact the DEC to find out about taking it down to one lane over it.

RESOLUTION 54-2026

TOWN HALL PAINTING BID OPENING

On a motion of Councilmember Forster, seconded by Councilmember Barber the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved to open the sealed bids for the Town Hall Painting.

There was one bid received:

Paint of WNY: \$64,400

RESOLUTION 55-2026

TOWN HALL PAINTING BID CLOSING

On a motion of Councilmember Forster, seconded by Councilmember Barber the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved to close the bids for Town Hall Painting

RESOLUTION 56-2026

BID AWARD

On a motion of Councilmember Forster, seconded by Councilmember Westfall the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved to table the bid award at this time.

TOWN CLERK

- Clerk Bowen submitted the monthly report for June 2026 to the Board. A check was submitted to the Town Supervisor for \$134.38. The report is on file with the Clerk's Office.
- Clerk Bowen told the board that Cattaraugus County has requested a letter of support for an updated Comprehensive Plan
- Clerk Bowen presented a Credit Card Use Policy to the Board
- Clerk Bowen presented a Pro-housing Communities Pledge amending Resolution to the Board. NYS is requiring this resolution from Towns applying for certain grants.

RESOLUTION 57-2026

LETTER OF SUPPORT FOR THE CATTARAUGUS COUNTY COMPREHENSIVE PLAN

On a motion of Councilmember Westfall, seconded by Councilmember Jones the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved to authorize Supervisor Rugg to sign a letter of support for the Cattaraugus County Comprehensive Plan.

RESOLUTION 58-2026
CREDIT CARD USE POLICY

On a motion of Councilmember Forster, seconded by Councilmember Westfa;; the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

Resolved to adopt the following Credit Card Policy for the Town of East Otto:

1.Purchase

To establish the Policy and Procedures for the use of Town credit cards by department heads or their designee. These procedures are intended to accomplish the following:

- To ensure that procurement with credit cards is accomplished pursuant to the policy and procedures established by the Board of Selectmen
- To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below
- To ensure appropriate internal controls are established within each department procuring with credit cards so that they are used for authorized purposes only
- To ensure the Town bears no legal liability from inappropriate use of credit cards

2. Scope

The Town Board members will make all decisions regarding the issuance of individual cards and the establishment of any and all additional controls of their use. The Town Board members can revoke the credit card from any individual without notice or their consent. The limit on each card will be \$1,000.

3. Policy

- A. The Town credit card is only to be used in the following situations:
 - Charges for supplies and equipment shall not exceed \$500 per transaction without the written approval from the Department Supervisor
 - Conference/Training Registration
 - Other items specifically authorized by the Town Administration
- B. The credit card will not be used for personal purchase of any kind. Use of credit cards for personal purchases or expenses with the intention of reimbursing the Town is prohibited and will result in disciplinary action.
- C. Splitting of charges to avoid the \$500 transaction limit set for the credit card is prohibited.

- D. Department heads are required to authorize the payment of the charge on their receipt. This includes charges made by any designated individual
- E. No cash advances (ATM, traveler's checks, money orders, ect.) are allowed using the credit card.
- F. The credit card is not to be used to pay invoices or statements of any kind.
- G. All purchases made with credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
- H. Any incentive program benefits derived by the use of Town credit cards will be the property of the town and will only be used in situations which will benefit the Town.
- I. All cardholders shall take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.
- J. Lack of proper documentation or authorizations will result in loss of credit card privileges and/or personal /liability.
- K. Misuses of a Town credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.
- L. The cardholder will provide all information required by the financial institution issuing the card in order to receive a Town credit card, including social security information as required by the Federal Patriot Act.
- M. When using the credit card, the Town employee must ensure that the goods or services to be purchased are budgeted and allowable expenditures. All unauthorized expenses will not be paid by the town of East Otto. The Town reserves the right to collect payment for unauthorized expenditures from the employee.
- N. The employee is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The cardholder will review the next statement to ensure that the return was properly credited.
- O. The credit card is not to be used for personal purchases with the intent of reimbursement afterwards. Random audits may be conducted for credit card activity and receipt retention as well as other internal accounting controls.
- P. It is the responsibility of the employee to immediately notify his/her designee of any lost or stolen credit card.
- Q. The Town of East Otto is a municipal government exempt from sales tax. Sales tax shall not be included with the cost of any purchase. Please be sure to have a copy of the Town's tax exempt certificate with you when making a purchase. Sales tax costs cannot be paid with Town funds. The individual making the purchase may be personally responsible for payment of sales tax.
- R. The purchase of alcohol products, tobacco products and/or lottery products with the Town credit card is prohibited and will result in the credit card being revoked and the responsible party will pay for the purchase.

4. Procedure

- A. The only authorized users and cardholders of the credit card are the following: Town Supervisor, Town Highway Superintendent, Town Clerk and Town Justice.
- B. All users must follow secure practices for online credit card use.
- C. The credit card will be included in the prepaid bills submitted to the Town Board each month for approval. Itemized receipts must be obtained by the cardholder and turned into the Town Supervisor.
- D. The credit card will be reconciled monthly by the Town Board for unauthorized charges and other discrepancies.
- E. The use of the credit card is a privilege but also requires greater vigilance and responsibility. Employees must follow all existing procedures set forth by the Town Board members for their purchases or face disciplinary measures including dismissal, repayment of unauthorized expenditures and criminal charges.
- F. When using the Town credit card, the authorized cardholder shall:
 - Determine if the intended purchase is within the cardholder's credit limits.
 - Inform the merchant that the purchase is tax exempt. Review the receipt before leaving the store and request a credit if taxes were charged in error.
 - Obtain an itemized receipt for all purchase and submit receipts to the Town Supervisor.
- G. Upon separation of employment, cardholders shall surrender their Town Credit card to the Town Supervisor on or before their last day of work.

RESOLUTION 59-2026

ADOPTING THE PRO-HOUSING COMMUNITIES PLEDGE AMMENDING RESOLUTION

On a motion of Councilmember Forster, seconded by Councilmember Barber the following resolution was

ADOPTED	Ayes	5	Forster, Barber, Westfall, Jones, Rugg
	Nayes	0	

WHEREAS, the Town of East Otto (hereinafter "local government") believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State's economic growth and community well-being; WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities; WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all

levels to improve their quality of life through living closer to their employment opportunities;

WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

NOW, THEREFORE, IT IS HEREBY RESOLVED Town of East Otto, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.
2. Adopting policies that affirmatively further fair housing.
3. Incorporating regional housing needs into planning decisions.
4. Increasing development capacity for residential uses.
5. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.

CEO REPORT

- 19 Phone Calls
- 6 Inspections
- 2 Permits for a total of \$219, deposited to Town Clerk
 - Kohler Campground
 - 7372 Connoisarauley Road-addition to Barn
- Issued 1 address
- 2 Violation Notices Sent

PUBLIC COMMENT: None

With no further business, on a motion from Councilmember Westfall, seconded by Councilmember Barber the meeting was adjourned at 7:26 PM.

Carried unanimously.

The next meeting will be held on August 11, 2026, at 6:00pm.

Respectfully Submitted

Deanna Bowen/Town Clerk

