

Town of Olean
Minutes of the Regular Monthly Board Meeting
Held at the Olean Town Hall, 2634 Route 16N, Olean NY
On January 20, 2026

Present: Annette Parker Supervisor
 John Artlip Councilman
 Donna Howard Councilwoman
 Josh Torrey Councilman
 Scott Zink Councilman
 Pat Zink Highway Superintendent
 Jerry Dzuroff Code Enforcement Officer
 Sherry Lemon Town Clerk
 Pam Dominsky Planning and Zoning Board

Absent: Robin Pearl, Court Clerk

Supervisor Parker opened the Board Meeting at 6:30pm with the Pledge of Allegiance.

Guests: None.

Resolution 1 (R:01012026) ACCEPTANCE OF BOARD MEETING MINUTES

On a motion from Councilman Artlip, and seconded by Councilman Zink, the Resolution was Adopted, with 4 Ayes, and 0 nays it is

Resolved, that the meeting minutes of December 20, 2025, are accepted as presented.

Resolution 2 (R:02012026) APPROVAL OF ABSTRACTS

On a motion from Councilman Artlip, and seconded by Councilwoman Howard, the Resolution was Adopted, with 4 Ayes, and 0 nays it is

Resolved, that the bills received in December 2025 and paid in January 2026 have been reviewed by the Town Board and are authorized for payment in the following amounts:

Highway Fund: for the sum of \$180,516.81 for vouchers #175-187.

General Fund: for the sum of \$12,967.88 for vouchers #204-218.

REPORTS OF TOWN OFFICIALS

Supervisor: The monthly bank statements and budget report were presented for review by the Board.

Code Enforcement: Written report reviewed from December 16, 2025, to January 20, 2026, has 2 permits issued and 2 pending permits.

Cemetery: burials continue with the weather.

Superintendent of Highways: Plowing continues; repairs as needed; one employee is on schedule for CDL certification in the next few weeks.

Clerk: The Clerk's office collected a total of \$1,009.00 in January 2026, for dog license fees and building permit applications. \$5.00 was paid to NYS Dept. of Ag & Markets for Animal Population Control Program, and \$1,004.00 was paid to the Supervisor.

Town Justice/Court: No report given.

Assessor: Cattaraugus County Real Property Services sent a report dated January 9, 2026, stating 58% of agricultural renewal applications have been returned; the assessor's office has worked with property owners regarding their assessments, tax bills and exemptions; there were 4 property transfers in November. The new Veteran's 100% exemption was questioned and information was given that applicants must qualify through the VA. Property owners seem to be understanding of the change to the County for Assessor services. An **audit** of the Assessor's supplies and equipment should be made and a request for missing items to be returned to the Town.

OLD BUSINESS

Supervisor: The Town is still working to receive the awarded funding and contract to begin the process of building a new dog kennel.

A discussion and clarification about how the resignation and replacement of a highway department employee in January 2025. It was stated that further details were discussed and decisions made at the subsequent meetings where Council members Torrey and Howard were absent. The discussion continued with the Highway Superintendent and the Board on if the Town can function with 3 versus 4 full-time workers and on how part-time workers are utilized.

Resolution 3 (R:03012026) APPROVAL TO SPEND HIGHWAY FUNDS

On a motion from Councilman Artlip, and seconded by Councilman Zink, the Resolution was Adopted, with 4 Ayes, and 0 nays it is

Resolved, that the Agreement between the Town and Cattaraugus County that the moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways shall be expended across four separate projects was presented and signed by all Board members, Town Supervisor, and the Highway Superintendent.

The Board is waiting for communication from the Zoning Board of Appeals and their attorney with respect to a decision and to schedule another public hearing regarding the local law interpretations and variance actions brought on behalf of the Dugan Road Solar, LLC proposed solar energy installation.

NEW BUSINESS

Resolution 4 (R:01042026) APPROVAL OF ORGANIZATIONAL POLICIES AND PROCEDURES

On a motion from Councilman Artlip, and seconded by Councilwoman Howard, the Resolution was Adopted, with 4 Ayes (Artlip, Howard, Torrey, Zink), and 0 nays it is

Resolved, that the Organizational Policies and Procedures have been read, reviewed by all officers, and approved by the Board as presented for publication.

Resolution 5 (R:01052026) APPOINTMENT OF TAX COLLECTOR AND REGISTRAR

On a motion from Councilman Artlip, and seconded by Councilwoman Howard, the Resolution was Adopted, with 4 Ayes (Artlip, Howard, Torrey, Zink), and 0 nays it is

Resolved, that the Town Clerk shall be appointed as Tax Collector for Town and County Taxes, and appointed as the Registrar of Vital Records held by the Town. This yearly appointment shall be included in the annual Organizational Policies and Procedures.

There being no other Old Business or further New Business to be presented, Councilman Torrey moved for adjournment, with Councilwoman Howard seconding the motion, and all agreed. The meeting was adjourned at 7:20pm.

Respectfully submitted,

Sherry Lemon, Town of Olean Clerk