

Town of Olean
Minutes of the Regular Monthly Board Meeting
Held at the Olean Town Hall, 2634 Route 16N, Olean NY
On November 18, 2025

Present: Annette Parker Supervisor
 John Artlip Councilman
 Donna Howard Councilwoman
 Scott Zink Councilman
 Pat Zink Highway Superintendent
 Sherry Lemon Town Clerk

Absent: Jerry Dzuroff, Code Enforcement Officer; Robin Pearl, Court Clerk

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

Guests: None.

Resolution 1 (R:01112025) APPROVAL 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 October 21, 2025, are approved as presented.

Resolution 2 (R:02112025) APPROVAL OF ABSTRACTS

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 bills received in October and paid in November 2025 have been reviewed by the Town Board and are authorized for payment in the following amounts:

Highway Fund: for the sum of \$24,167.03 for vouchers #149-163.

General Fund: for the sum of \$15,549.60 for vouchers #174-191.

REPORTS OF TOWN OFFICIALS

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

Code Enforcement: Written report reviewed from October 20, 2025, to November 18, 2025, has 2 permits issued; 2 pending permits; and 2 for court summons.

Cemetery: burials continue with the weather.

Superintendent of Highways: No written report submitted. With the weather change, the primary focus is on road maintenance with plowing and sanding.

Clerk: The Clerk's office collected a total of \$1,053.00 in October 2025, for dog license fees and building permit applications collected by the Clerk's Office. \$24.00 was paid to NYS Dept. of Ag & Markets for Animal Population Control Program.

Town Justice/Court: No report given. A check for \$1,140.00 was presented for fines and fees collected by the court in October.

Assessor: Cattaraugus County Real Property Services sent a report dated November 7, 2025, stating Agricultural exemptions will be sent on November 15; the assessing office has had inquiries on assessments, taxes, and exemptions; and there were two property transfers in September. Property owners seem to be understanding of the change to the County for Assessor services.

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 quote from E&M Engineers to assess and advise on the repair of the Town Salt Barn. E&M Engineers are the original engineers when the barn was built and have the specifications in hand.

Resolution 3 (R:03112025) APPROVAL OF QUOTE

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

Whereas the Town Highway Salt Barn is in need of repair, and that **E&M Engineers** were the original engineers of the salt barn,

Resolved that the quote for repairs from E&M Engineers, that is valid only until December 31, be accepted, and the quote work to begin.

An **audit** of the Assessor's supplies and equipment should be made and a request for missing items to be returned to the Town.

NEW BUSINESS

A Highway Workers Union **Grievance** has been brought, and the Board met with the Union representative ahead of the Board Meeting. A decision should be made within 5 days of the meeting.

The Board spent an hour discussing this grievance; upcoming contract clarifications and negotiations; and researching and reviewing policy regarding union contracts.

There being no other Old Business or further New Business to be presented, Councilwoman Howard moved for adjournment, with Councilman Artlip seconding the motion, and all agreed. The meeting was adjourned at 7:55pm.

Respectfully submitted,

Sherry Lemon, Town of Olean Clerk