Minutes
Town of Persia Board Meeting
Reorganization Meeting
8 West Main Street, Gowanda, NY 14070
January 8, 2026
Workshop 6:30pm to discuss the roof on the Town Hall
Public Hearing 7:00pm
Supervisor John Walgus calls the meeting to order at 7:00m
All stand for the Pledge of Allegiance
**** Happy Birthday Supervisor Walgus 1/6!!****

- **Today is the first meeting of the New Year, The Honorable Mark Hebner will officiate the swearing in ceremony for our newly elected officials:**
  Supervisor John T. Walgus
  Councilman Robert O. Dingman
  Councilman Gloria Tomaszewski

Roll Call:

Supervisor: John T. Walgus: present
Councilman: Theresa A. Girome: present
Councilman: Gloria J. Tomaszewski: present
Councilman Robert O. Dingman: present
Councilman: Seth H. Howard: present

Others present:

Highway Superintendent Daniel H. Ackley
Town Clerk: Denise M. Trumpore
Judge Mark Hebner
Jack Broyles
Linda Dingman
Jennifer Howard
Jarek Howard
Tenley Howard

Supervisor John T. Walgus: *I open the Public Hearing to update the Zoning Ordinances. * I ask for a resolution to accept the financial statement from December. * I ask for a resolution to accept the Supervisors report. * The town was awarded $3,000 from the ESD grant, the town will use the money to repair/replace the front door. * We have a few budget transfers that will need a resolution to pay. * The Village has asked the town if they would give $5,000 towards the dredging of the trash rack.

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Highway Superintendent Daniel H. Ackley: * Read highway bills.

Councilman Robert O. Dingman: * No report

Councilman Gloria J. Tomaszewski: * Read the Assessor's report.

Councilman Theresa A. Girome: * We will need to reappoint Jack Broyles and Charles Roe to the Board of Assessment Review. *On November 17th at the Planning and Zoning Board meeting, discussion was made on updating the zoning ordinances. As per that meeting, I make a motion to update the Zoning Ordinances as follows: Increase the building permit fee for new dwellings from .10 cent per square foot to .20 cent per square foot. Have a base fee of $150.00 for a new dwelling build. Add $50.00 per sticker for a build that will need a trusses and /or a disconnect sticker.

Councilman Seth H. Howard: * Read the General bills.

Assessor Liz Lerow: * by email * Renewal applications for Agricultural Assessment and Senior Citizen Exemption are being submitted and processed. Thus far 58% of Agricultural Assessments and 5% of Senior Citizen renewal applications have been returned. These applications are due March 1st. Applicants are encouraged to contact the Assessor's Office Monday-Friday 8am to 5pm with any questions. Our extended town hall hours for exemption season continue through February and can also be found in-line at https://maps.cattco.org/taxes/assessors.php * The Assessing office has corresponded with several property owners about their assessments, tax bills, and exemptions. * You may have heard about a new Veterans with 100% disability exemption. This bill was passed in December by Albany. It is an opt-in exemption, meaning that all taxing entities have the option to allow it. If a taxing jurisdiction does not adopt it, the exemption does not apply within that jurisdiction. This is a very poorly written law that is causing much confusion. There are several restrictions that must be met. One of them is that they must qualify for the VA's specially adapted housing grant. When we asked the county's Veteran Services Director about it, he stated that in 14 years he has only known two vets that qualified for it and they are both no longer in the area. * There were 4 property transfers in November. You can find more information about these sales here https://www.cattco.org/real/property-and-gls/sales

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Town Clerk Denise M. Trumpore:
Total transactions for December: 44
Total Collected: $ 1,328.00
Towns Portion: **$ 487.94**
* I ask for a resolution to approve the minutes from December 11th.

RESOLUTION # 1 Audit of Claims
On a motion of Councilman Howard
Seconded by Councilman Dingman
The following was
ADOPTED AYES – 5 Howard, Dingman, Tomaszewski, Girome, Walgus
NAYS – 0
RESOLVED that the bills contained on Abstracts #13 & 1 for General and Highway have been reviewed by the Town Board and are authorized for payment in the following amounts:
Abstract 13 – General Vouchers # 206 to # 218 = $ 10,514.32
Abstract 1 – General Vouchers #1 to # 15 =$ 9,821.57
Abstract 1 – Highway Vouchers # 1 to # 4 = $ 5,523.62

RESOLUTION #2 Approval of Minutes
On a motion of Councilman Dingman
Seconded by Councilman Girome
ADOPTED AYES – 5 Dingman, Girome, Tomaszewski, Howard, Walgus
NAYS - 0
RESOLVED to approve the minutes from December 11, 2025

RESOLUTION # 3 Financial Reports
On a motion of Councilman Howard
Seconded by Councilman Tomaszewski
ADOPTED AYES – 5 Howard, Tomaszewski, Girome, Dingman, Walgus
NAYS - 0
RESOLVED to accept the financial reports for December.

RESOLUTION #4 Supervisor's Reports
On a motion of Councilman Tomaszewski
Seconded by Councilman Girome
ADOPTED AYES – 5 Tomaszewski, Girome, Howard, Dingman, Walgus

NAYS –0
RESOLVED to accept the Supervisor's Report for December ending Balances as of December 31, 2025, as follows:
General Fund Checking - $ 16.709.40
General Fund Savings - $ 471,496.80
Highway Fund Checking - $ 33,188.89
Highway Fund Savings - $ 251,590.90
Trust & Agency Payroll - $ 5,888.07
Highway Reserve Fund - $ 69,976.35
Building Reserve Fund - $ 39,579.35

RESOLUTION #5 911 Service
On a motion of Councilman Girome
Seconded by Councilman Tomaszewski
ADOPTED AYES- 5 Girome, Tomaszewski, Howard, Dingman, Walgus
NAYS – 0
RESOLVED to designate Gowanda Ambulance Service Corporation as the Town of Persia's 911 Service.

RESOLUTION #6 Standard Workday for Elected and Appointed Officials
On a motion of Councilman Howard
Seconded by Councilman Dingman
ADOPTED AYES – 5 Howard, Dingman, Girome, Tomaszewski, Walgus
NAYS –0
RESOLVED that the Town of Persia establishes 6 hours as a standard workday.

RESOLUTION #7 Reorganization for 2026
On a motion of Councilman Dingman
Seconded by Councilman Girome
ADOPTED AYES – 5 Dingman, Girome, Tomaszewski, Howard, Walgus
NAYS –0
RESOLVED to accept the reorganization for 2026.

2026 Reorganization Meeting

1. The regular Town Board meetings will be held at 7:00 pm on the second Thursday of each month in the Persia Town Hall at 8 West Main Street.

2. The Community Bank will be designated as the Town's official depository. Coeternal arrangements will be made to secure the Town's deposits for amounts over $100,000.00 by the State Comptroller's guidelines.

3. The official newspaper will be the Dunkirk Observer.

4. The officers will be compensated for the use of their vehicles in the performance of their official duties of obligations at a rate of 50.5 cents per mile.

5. "Official Undertaking" The Town of Persia will enter an insurance bond (blanket) to cover all employees with a separate bond to cover the Tax Collector & Town Supervisor and Director of Finance for the warrant and a policy to cover any lawsuits against the Town of Persia employees and all elected officials of the Town.

6. Councilperson Robert O. Dingman Jr. appointed as Deputy Supervisor.

7. Impose a charge of $20.00 on each check as a service charge to be added to any account owing to the Town of Persia where a check is returned for insufficient funds.

8. James Musacchio, attorney, will be contracted by the Town to give professional services and advice, as required.

9. Entered into a contract with Bahgat & Laurito – Bahgat for auditing, payroll, and bookkeeping services.

10. Petty Cash for the Town Clerk will be $100.00. Petty Cash for Tax Collector will be $100.00. Petty cash for the Justice will be $100.00.

11. Town Board authorizes payment of claims for public utilities, postage, credit card, freight, and express charges before they are audited.

12. The Assessment Review Board will receive $60.00 for their one-day service, and $15.00 for schooling plus mileage.

13. Authorize the Highway Superintendent to purchase tools, equipment and implements during the calendar year without prior approval in an amount not to exceed $1,000.00.

14. Phil Palen as local Historian.

15. No charges will be placed on Taxpayer's tax accounts for the calendar year 2026. This is for the second billing of unpaid taxes that are sent out in March.

16. Bi-weekly payroll checks be paid to full-time and monthly payroll checks to part-time employees.

17. Part-time highway employees will receive $20.00 per hour.

18. Appoint Allen Jones as Deputy Highway Superintendent at the rate of $22.25 per hour.

19. Daniel Ackley, Superintendent of Highways will receive a salary of $49,173.00.

20. John Walgus, Town Supervisor, will receive a salary of $11,011.00.

21. John Walgus is appointed Director of Finance and will receive a salary of $1,093.00.

22. Councilmen Robert Dingman, Gloria Tomaszewski, Theresa Girome and Seth Howard will receive a salary of $3,836.00.

23. Town Justice Mark Hebner will receive a salary of $12,391.00.

24. The Town Justice and Court Clerk may attend mandatory schooling and attend Cattaraugus County Magistrate meetings and be compensated for meals and mileage.

25. Appoint Tracy Horth as Court Clerk, a part-time employee for the Town Justice will receive a salary of $7,500.00 .

26. Appoint Tammy Grimmer as Dog Control Officer, a part-time employee at a salary of $4,244.00.

27. Enter into agreement with Kathy Hagner for $450.00 for kennel/board service

28. Appoint Denise Trumpore as town cleaner.

29. Contract with Catt. Co. Real Property Service Dept. for assessing at $14,805.00.

30. Appoint Larry Darriet as Code Enforcement Officer at a salary of $4,120.00 plus mileage and submit a quarterly report.

31. Denise Trumpore, Town Clerk, Tax Collector & Notary Public will receive a salary of $30,050.00 .

32. Denise Trumpore, Registrar of Vital Statistics will receive a salary of $1,061.00.

33. Appoint Tammy Grimmer as Deputy Town Clerk & Deputy Tax Collector, a part-time position at the rate of $16.50 per hour.

34. Appoint Thomas Povhe and Joshua Liskow as Town Constables, and Thomas Harrison as Court Officer, all part-time employees for the Town Justice at the rate of $16.50 per hour.

35. Recognized Holidays - New Year's Eve, New Year's Day, Martin Luther's Day, President's Day, Good Friday, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and the Friday after, Christmas Eve, Christmas Day.

36. Appoint Thomas Povhe as Disaster Coordinator.

37. The Dog Control Officer will submit a voucher for expenses incurred and a report twice a year.

38. Appoint Supervisor John Walgus as Marriage Officer.

39. Any new hire will have to have a background check.

40. Appoint Melvin T. Shaw as Flood Plan Administrator.

41. Appoint Robert Dingman as Fair Housing Officer.

42. Appoint John Walgus as ADA Coordinator.

43. Appoint Gloria Tomaszewski and Theresa Girome as Equal Employment Opportunity Committee.

44. Impose a charge of $1.00 per copy made.

45. Dog Control Officer not to spend more than $200.00 without prior approval.

(See attached)

*** Highway Benefit Package**

*** Code of Ethics**

*** Procurement Policy**

***Councilman Assignments**

*** Payroll**

*** Planning & Zoning Board including Zoning Board of Appeals**

*** Constable Duties**

*** Sexual Harassment & Violence in the Workplace Policy including Investigation Committee**

*** Dog kennel/board contract with Kathy Hagner (K-9 Clippers)**

*** Board of Assessment Review Member Listing**

*** Cyber Security Policy**

* Standard Operating Procedures for Employees concerning COVID

* Equal Opportunity Statement & Policy

* ADA Notice and Grievance Policy

Town of Persia Highway Department

Compensation and Benefit Summary Effective

January 1, 2026

Wages:

Deputy Highway Supervisor: $22.25 per hour

Full-time: $20.25 per hour/$21.25 with CDL

Part-time: up to $20.00 per hour

Probation:

New hires are on a three (3) month probation period.

Recognized Holidays:

New Year's Day, Martin Luther Day, President's Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day, and three (3) personal days.

Vacation:

One week after one year of service.

Two weeks after three years of service.

Three weeks after ten years of service.

Sick Days:

Twelve days per year. May be accumulated for a total of 30 days.

Compensation Time: (bankable overtime hours)

May be accumulated up to 240 hours but must be used prior to December 31, 2025.

Call in Time:

A highway employee who is called in to work before or after regular work hours will get a four (4) hour call out.

Health Insurance:

A full-time employee who elects not to participate in the health coverage offered by the Town may be entitled to a buy-out of $1,000.

A full-time employee who wishes to participate in the single coverage health insurance package shall pay 33% of the premium. The Town will cover 67% of the premium.

Clothing Allowance:

Employees shall be entitled to reimbursement up to $250.00 for clothing appropriate for the work requirements. Requests for reimbursement shall be submitted to the Highway Superintendent before December 31, 2025, for approval.

Bereavement Leave:

Any employee who has had a death in his immediate family, (mother, father, brother, sister, spouse, child, current mother or father in-law, grandchild, grandparent, current sister or brother in-law shall be entitled to three (3) working days off with pay. Employees will be allowed one (1) day off for the purpose of attending the funeral in the event of the death of an aunt, uncle, niece, or nephew.

Jury Duty:

While an employee is on jury duty, the Town shall make up the difference between the amounts received by the employee for the jury duty and his regular straight time pay not to exceed a maximum per employee of thirty (30) working days per occurrence, provided:

1. The employee notifies the Highway Supervisor upon receipt of notice to report to jury duty.
2. Provides proof of having performed jury duty service.

CODE OF ETHICS
TOWN OF PERSIA

2026
ARTICLE I
INTENT OF TOWN BOARD

Section 1. Statement of Legislative Intent.

The Town Board of the Town of Persia recognizes that there are state statutory provisions mandating towns to establish rules and standards of ethical conduct for public officers and employees which, if observed, can enhance public confidence in local government. In the light of a tendency today on the part of some people to downgrade our local governments and to discredit our public servants and our free institutions generally, it appears necessary that every effort be made to assure the highest caliber of public administration of this town as part of our state's important system of local government. It is the purpose of this resolution to implement this objective through the establishment of standards of conduct, to provide for punishment of violation of such standards and to create a Board of Ethics to render advisory opinions to the Town's officers and employees as provided for herein.

Section 2. Prohibited Acts and Procedures.

The standards, prohibited acts and procedures established herein are in addition to any prohibited acts, conflicts of interest provisions or procedures prescribed by Statute of the State of New York, and, also, in addition to Common Law Rules and Judicial Decisions relating to the conduct of Town Officers to the extent that the same are more severe in their application than this resolution.

ARTICLE II
CODE OF ETHICS

Section 1. Definitions.

As used in this resolution, the term "Town" shall mean any board, commission, district, council or other agency, department, or unit of the Government of the Town of Persia.

The term "Town Employee" shall mean any officer or employee of the Town of Persia, whether paid or unpaid, serving in a full-time, part-time, or advisory capacity.

Section 2. Rule with Respect to conflicts of Interest.

No Town Employee shall have any interest, financial or otherwise, direct, or indirect, or engage in any business or transaction or professional activity or incur with the proper discharge of his/here duties in the public interest.

Section 3. Standards.

A) No Town Employee shall accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties.

B) No Town Employee shall accept employment or engage in any business or professional activity which will require him/her to disclose confidential information which he/she has gained by reason of his official position or authority.

C) No Town Employee shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others.

D) No Town Employee shall engage in any transaction as representative or agent of the Town with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his/her official duties.

E) A Town Employee shall not, by his/her conduct, give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is affected by the kinship, rank, position or influence of any party or person.

F) Each Town Employee shall abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create substantial conflict between his/her duty in the public interest and his/her private interest.

G) No Town Employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.

H) No Town Employee employed on a full-time basis nor any firm or association of which such employee is a member, or corporation, a substantial portion of the stock which is owned or controlled directly or indirectly by such employee, shall sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Town in which such employee serves or is employed.

Section 4. Violations.

In addition to any penalty contained in any other provision of law, any such Town Employee, who shall knowingly and intentionally violate any of the provisions of this

resolution, may be fined, suspended, or removed from office or employment in the manner provided by law.

ARTICLE III
ADMINISTRATION

Section 1. Distribution.

Upon the adoption of this resolution, the Town Supervisor shall cause a copy thereof to be distributed to every newly hired or elected Employee of this Town. Failure to distribute any such copy or failure of any Town Employee to receive such copy shall have no effect on the duty of compliance with this Code, nor the enforcement of provisions hereof. The Town Supervisor shall further cause a copy of this resolution to be kept posted conspicuously in each public building under the jurisdiction of the Town. Failure to so post this resolution, shall have no effect on the duty of compliance herewith nor the enforcement provisions hereof.

Section 2. Adoption.

Within thirty (30) days of the adoption of this resolution, the Town Clerk shall file a copy thereof in the official minute book of the Town.

ARTICLE IV
SEVERABILITY CLAUSE

Section 1.

If any clause, sentence, paragraph, section, or part of this Resolution shall be adjudged by any Court of competent jurisdiction to be invalid, such Judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operations to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such Judgment shall have been rendered.

2026 Procurement Policy

WHEREAS Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, 103 or any other law: and
WHEREAS comments have been solicited from those officers of the town involved with procurement:
NOW THEREFORE, be it RESOLVED: That the TOWN OF PERSIA does hereby adopt the following procurement policies and procedures:

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, 103. Every town officer, board department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and history to determine the likely value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file of other documentation supporting the purchase activity.
2. All purchases of (a) supplies or equipment which will exceed $10,000 in a fiscal year or (b) public works contracts over $20,000 shall be formally bid pursuant to GML, 103.
3. All estimated purchases of:

- Less than $10,000 but greater than $3,000 require a written request for a proposal (RFP) and written /fax quotes from three vendors.
- Less than $3,000 but greater than $1,000 require an oral/fax quote for the goods from two vendors.
- Less than $1,000 but greater than $250 is left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity, and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax or oral quotes have been requested and the written/fax or oral quotes offered.
All information gathered in complying with the procedures of the guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

4. The lower responsible proposal or quote shall be awarded the purchase of public works contract unless – the purchaser prepares a written justification providing reasons why it is in the best interest of

the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall be documented and filed the record supporting the procurement.

5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar the procurement.
6. Except when directed by the town board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- Acquisition of professional services
- Emergencies
- Sole source situations
- Goods purchased from agencies for the blind or severely handicapped
- Goods purchased from correctional facilities
- Goods purchased from another government agency
- Goods purchased at auction
- Goods purchased for less than $250
- Public works contracts for less than $500

7. Authorized to participate in the United States Communities Governmental Purchasing Alliance.
8. Section 3 Business Participation in Procurement and Contracting: For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the Town will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development's Section 3 Businesses Registry. The Town's established purchase/contracting thresholds will apply. The Town will keep documentation of Section 3 solicitation in its records and any response(s) thereto.

9. Minority and Women-Owned Business Enterprise (M/WBE) Business Participation in Procurement and Contracting: In an effort to affirmatively increase procurement and contracting opportunities for minority-and-women-owned business enterprise, the Town will solicit MBE's and/or WBE's as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/MBEs, or by working with a clearinghouse such as the Syracuse Minority Business Development Center. The Town's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The Town will keep documentation of M/MBE solicitation in its records and any responses thereto.

2026 COUNCILPERSON ASSIGNMENTS

ROBERT DINGMAN

Deputy Supervisor
Cattaraugus County Watershed
Thatcher Brook Task Force
Disaster Coordinator
Railroads
Economic Development Committee
Library
Chamber of Commerce
Special Districts (Water/Sewer)
Fair Housing Officer

GLORIA TOMASZEWSKI

Historical Society
Town Court
Assessor
Town Clerk
Equal Opportunity Officer
Dog Control

THERESA GIROME

Planning Board and Zoning Board
Village of Gowanda
Board of Assessment Review
Code Enforcement
Christmas in Gowanda
Equal Opportunity Officer

SETH HOWARD

Highway
Special Districts (Water/Sewer)
Fire Districts
Building
Cemetery
Correctional Facility

2026 TOWN OF PERSIA PAYROLL

ACKLEY, DANIEL	HIGHWAY SUPERINTENDENT	$49,173.00/YR
DARRIET, LARRY	CODE ENFORCEMENT OFFICER	$4,120.00/YR
DINGMAN, ROBERT	COUNCILPERSON	$ 3,836.00YR
GATTIE, MIKE	HIGHWAY WORKER	$21.25/HOUR
GIBBS, MATTHEW	HIGHWAY WORKER	$20.60/HOUR
GIROME, THERESA	COUNCILPERSON	$3,836.00/HR
GRIMMER, TAMMY	DOG CONTROL OFFICER	$4,244.00/YR
GRIMMER, TAMMY	DEPUTY CLERK	$16.50/HOUR
HARRISON, THOMAS	COURT OFFICER	$16.50/HOUR
HEBNER, MARK	JUSTICE	$12,391.00/YR
HORTH, TRACY	COURT CLERK	$7,500.00/YR
HOWARD, SETH	COUNCILPERSON	$3,836.00/YR
JONES, ALLEN	DEP. HIGHWAY SUPERINTENDENT	$22.25/HOUR
LISKOW, JOSHUA	CONSTABLE	$16.50/HOUR
MUSACCHIO, JAMES	ATTORNEY	$ 3,900.00/YR
POVHE, THOMAS	CONSTABLE	$16.50/HOUR
TOMASZEWSKI, GLORIA	COUNCILPERSON	$3,724.00/YR
TRUMPORE, DENISE	TOWN CLERK	$30,050.00/YR
TRUMPORE, DENISE	REGISTRAR OF VITAL RECORDS	$1,061.00/YR
WALGUS, JOHN	SUPERVISOR	$11,011.00/YR
WALGUS, JOHN	DIRECTOR OF FINANCE	$ 1,093.00/YR

2026
Town of Persia Planning Board

1-year term (ending -1/1/2027): Albert Wilkins 9820 Broadway Road- 716-208-8491
2-year term (ending -1/1/2028): David L. Allen 8997 Persia Road – 716-257-9045
3-year term (ending -1/1/2029): Jack Broyles 93 Walnut Street – 716-531-1988
4-year term (ending - 1/1/2030): Richard Bridges 9840 Broadway Road –716- 698-2329
5-year term (ending -1/1/2031): Deb Brown 140 Walnut Street – 716-532-3132

Alternate: Mark Hojnacki 10333 Skinner Hollow Road – 716-713-9406
Alternate: Bill Mahoney 9421 Point Peter Road – 716-353-1331

2026
Town of Persia Zoning Board

1-year term (ending -1/1/2027): David Redman 9825 Broadway Road – 716-984-8345
2-year term (ending -1/1/2028): Mark Hojnacki 10333 Skinner Hollow Road – 716-713-9406
3-year term (ending -1/1/2029): Jack Broyles 93 Walnut Street – 716-531-1988
4-year term (ending -1/1/2030): David L. Allen 8997 Persia Road – 716-257-9045
5-year term (ending -1/1/2031): Richard Bridges 9840 Broadway Road – 716-698-2329

Alternate: Deb Brown – 140 Walnut Street – 716-532-3132

Meetings are held on the 3rd Monday of March, July, and November at 7:00pm.
Monday, March 16, 2026
Monday, July 20, 2026
Monday, November 16, 2026

All meetings will be held at the Persia Town Hall 8 West Main Street, Gowanda NY

2026
Zoning Board of Appeals

1-year term (ending – 1/1/2027): Laura Spruce 39 Miller Street – 716-225-1567
2-year term (ending – 1/1/2028): Joe Tomaszewski 9956 Broadway Road – 716-713-1044
3-year term (ending – 1/1/2029): Wanda Koch 114 West Main Street – 716-560-6620
4-year term (ending – 1/1/2030): Chair - Robert Tiller 153 Beech Street – 716-253-0817
5-year term (ending – 1/1/2031): vacant

*** Members will be paid $60.00 per meeting attended.**

TOWN OF PERSIA CONSTABLE DUTIES

Town of Persia Court Officers are responsible for maintaining order and providing security in the courtroom and grounds.
Duties may include:
*Provide security by standing in the courtroom and patrolling the courthouse.
*Maintain order by removing or calming individuals, bar entry into courtroom of individuals who are not properly attired or behaved.
*Physically restrain disruptive individuals.
*Detain individuals until proper authority arrives.
*Escort, guard and deliver material to deliberating juries.
*Operate security equipment including magnetometers and hand-held screening devices.
*Use established search procedures to assure that no weapons are brought into the courtroom.
*Report inoperative equipment to supervisor.
*Provide general information to individuals on court premises.
*Carry a legal firearm in courthouse and grounds and meet qualifications and standards.
*Have peace officer status and powers.
* Patrol and issue parking violations on all designated roads.

Sexual Harassment & Violence in the Workplace Policy for the Town of Persia

Introduction

The Town of Persia is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This policy in one component of the Town of Persia's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Town Supervisor. Employees can also file a complaint with a government agency or in court under federal, state, or local anti-discrimination laws.

Policy:

1. The Town of Persia's policy applies to all employees, volunteers, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town Supervisor. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town of Persia will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Town of Persia retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Town Supervisor. All employees paid or unpaid interns or non-employees, or volunteers who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Town of Persia to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Town of Persia will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town of Persia will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All

employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Town of Persia will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Town Supervisor.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work locations) and be provided to employees upon hiring.

What is "Sexual Harassment "?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when;

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment incudes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassment should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - X Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - X Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or proposition's, such as:
  - X Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments.
  - X Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - X Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - X Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job.
  - X Sabotaging an individual's work.
  - X Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the

workplace including an independent contractor, contract worker, vendor, client, customer, or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored everts or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity". Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency.
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discriminating law.
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment.
- Reported that another employee has been sexually harassed; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Town of Persia cannot prevent or remedy sexual harassment unless it knows about it. Any employee paid or unpaid intern or not-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager, or the Town Supervisor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or the Town Supervisor.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and manager who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are **required** to report such suspected sexual harassment to the Town Supervisor.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town of Persia will not tolerate retaliation against employees who file complaints support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Town Supervisor will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal,

encourage the individual to complete the 'Complaint Form" in writing. If he or she refuses, prepare a Complaint form based on the verbal reporting.

- If documents, email, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo, or email), which contains the following:
  X A list of all documents reviewed, along with a detailed summary of relevant documents.
  X A list of names of those interviewed, along with a detailed summary of their statements.
  X A timeline of events.
  X A summary of prior relevant incidents, reported or unreported; and
  X The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town of Persia but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of Persia, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, &290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A

complaint alleging violation of the Human Rights Law may be filed either with the Division of Human rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file a DHR, they can due directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR, if they have already filed a HRL complaint in state court.

Complaining internally to the Town Supervisor does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorneys fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fountain Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit; www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains information DHR's regional offices across New York State.

Civil Right Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42U.S.C. sub section 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employees must have at leave 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has District area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An Individual should contact the county, city, or town in which they live to find out if such law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/jhome.shtml.

Contact the local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Sexual Harassment & Violence in the Workplace Investigation Committee

Chair Gloria Tomaszewski – 9939 Broadway Road
Seth Howard – 38 Maltbie Road
Robert Dingman – 23 St. John Street
Alt Jack Broyles – 93 Walnut Street

Dog Kennel/Board Agreement

This Agreement is between the **Town of Persia** and **Kathy Hagner – K-9 Clippers** located at 10901 North Road Perrysburg NY 14129.

- $20.00 per day for kenneling/boarding any dog brought to **Kathy Hagner** by the Persia Dog Warden to kennel/boarding facility at 10901 North Road Perrysburg for up to seven (7) days for identified dogs and up to five (5) days for unidentified dogs as determined by local and NYS Agriculture law.
- Fees for claimed dogs will be paid by dog owner directly to the **Town of Persia.** A receipt will be issued to the dog owner who will then present said receipt to **Kathy Hagner** to have dog released. **Kathy Hagner** will bill the **Town of Persia for services rendered.**
– Fees for unclaimed dogs will be paid by the **Town of Persia** to **Kathy Hagner**.
-The seizure fee of $50.00 for each claimed dog will be paid by the owner to the **Town of Persia**.
- The Persia Dog Warden will be liable to pick up any dog left unclaimed after allotted time.
-The **Town of Persia** will pay **Kathy Hagner** $450.00 per year for board/kennel service.

BOARD OF ASSESSMENT REVIEW MEMBER LISTING

2026

Charlie Roe
84 West Main Street
Gowanda, NY 14070
Term ends 9-30-2030

Jack Broyles
93 Walnut Street
Gowanda, NY 14070
Term ends 9-30-2030

Julie Kewley
29 Kewley Road
Gowanda, NY 14070
Term ends 9-30-2027

Joe Tomaszewski
9956 Broadway Road
Gowanda, NY 14070
Term ends 9-30-2028

Laura Spruce
39 Miller Street
Gowanda, NY 14070
Term ends 9-30-2029

CYBER SECURITY POLICY

This policy is the standard that applies to all regular, temporary, part-time, and full-time employees with the general requirements for using the Town's computers, networks, internet services, and email services.

PRIVACY

The Town of Persia respects the individual privacy of its employees; however, to the extent permissible by law, employee privacy does not extend to the employee's work-related conduct or to the use of Town operated equipment or supplies. Employees are to understand that personal messages or files have no guarantee or expectation of privacy since such messages or files are commingled with all other messages or files on our system and are subject to the same legal and regulatory exposure, internal review and monitoring. It is further understood that these is no expectation of privacy for employees who use their personal email for Town business.

The Town retains control, custody, and supervision of all computers, networks, internet services and email services. Employees waive and have no expectation of privacy in their use. The Town reserves the right to at any time inspect and/or monitor computer system files, logs and other activity including emails stored on any Town server or Town computer.

TOWN PROPERTY

The Town computers, networks, internet and email services, and all associated hardware and software are the property of the Town of Persia. Additionally, all documents composed, and messages and attachments composed, sent, received, or stored on Town computers, networks, internet services, land email services are and remain the property of the Town.

SECURITY

The Town of Persia employs various measures to protect its equipment and data from deliberate or inadvertent destruction or misuse. Such measures include the designation of individual account, logins, and passwords. Sharing of account, logins and passwords if prohibited unless the system administrator or department head grants an exception. Passwords shall be safeguarded and not divulged. If it is necessary to maintain a written copy of a password, that copy shall be placed in a secure location. When employees are required to choose a password, they shall refrain from selecting a password that may be easily linked to the employees such as birth dates, children's names etc. Passwords should be at least 10 characters long and include a combination of both letters (capitalized and non-capitalized) and numbers.

APPROPRIATE USE

Town employees are permitted to access Town computers, internet, and email systems, as well as list servers and webcasts as may reasonably be required for the performance of their assigned duties.

PERSONAL USE

Minimal personal use of the Town's computers, networks, internet services and e-mail services are permitted so long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. This also includes personal use of the internet/social networks using one's personal cell phone or another electronic device while on Town time. For the purposes of this policy, anything beyond 10 (ten) minutes per day is presumptively excessive. Such personal use must be consistent with appropriate professional conduct. Employees are reminded that all personal use must comply with this policy as well as all other procedures, regulations, and laws. Employees are further reminded that all use may be monitored and inspected. Employees shall not install, or attempt to install, whether for personal or Town use, on any Town computer or system, any software or shareware downloaded from the internet, without first consulting with the Town's outside computer administrator and receiving approval from their respective department head. Personal pictures are not to be transferred onto any Town computer for purposes of storage, screen savers or desktop background viewing.

INTERNET AND WEBSITES

Internet access is provided for research in connection with an employee's specific job duties. Employees are reminded that use of the internet must not interfere with an employee's job duties. Without the approval of a department head, general web browsing is considered an unproductive use of the resource and an employee's time. Any unproductive use of the internet by an employee are encouraged to exercise care in selecting websites to visit on the internet, including sites received in, or linked from, email. Viruses can be transmitted simply by viewing a site that contains computer code written to transmit viruses to others. Employees shall not use streaming media applications without requesting and receiving permission from the system administrator or department head. Permission may only be granted on a limit basis for limited durations.

INAPPROPRIATE USE

Employees are prohibited from using the Town's computer, network, internet services, and email services in violation of the further terms of this policy, or in any way that reasonably could be viewed as inappropriate, malicious, obscene, threatening, or intimidating, that disparages coworkers, constituents, suppliers, or contractors or that might constitute harassment or bullying. Examples of such prohibited conduct include, but are not limited to:

- Profane or vulgar language
- Any use that is illegal
- Any use involving materials that are obscene or sexually explicit
- Any comments that may be construed as discriminatory
- Unauthorized mass electronic Solicitation of funds for commercial, personal mailings or chain letters
- Use of systems for political campaigns, endorsements, or any other political activity
- Solicitation of funds for commercial, personal, or religious causes not sponsored by the Town.
- Use of streaming websites (internet radio and video)
- Use of Peer to Peer sharing websites (downloading and sharing music/video files)
- Installing unauthorized software applications
- Installing any networking hardware, networking software or hacker tools, or modifying Town hardware, software, or data without proper authorization
- Opening any email attachment from any spam account or entity without confirming their identity
- Posting or sending offensive remarks meant to intentionally harm someone's reputation
- Behavior that could contribute to a hostile work environment based on race, sex, disability, religion, sexual orientation, or anything else prohibited by the law or Town's Non-Harassment, Discrimination and Retaliation Policy
- Accessing another employee's account or files without proper authorization, or permitting another employee to access your account or files without proper authorization

COPYRIGHT

It is the policy of the Town of Persia to fully comply with all laws pertaining to the reproduction, use, or distribution of copyrighted or otherwise protected materials. The Town will comply with all licensing requirements. Employees shall not install, any software on any computer or system unless the Town is properly licensed, and approval is obtained from the Town's administrator. Employees shall not make copies of software other than those copies authorized in the software license.

VIOLATIONS

Any employee violating this policy will be subject to discipline up to and including termination of employment, pursuant to applicable disciplinary standards and procedures established by law and/or collectively bargained agreements.

STANDARD OPERATING PROCEDURES FOR EMPLOYEES CONCERNING COVID

- Employees who are tested for COVID during work hours will be paid.
- Employees who are exposed must be tested ASAP, and quarantine until test is found to be negative. Employee must then return to work with negative test result to be filed in employee records.
- Employees who contract COVID can be paid up to ONE week and must submit a negative test result to be able to return to work, test result will be filed in employee record.
- If more than ONE week is needed, employee can use accrued time off if they wish to do so, otherwise the employee can file a claim with Cattaraugus Co. Workers Comp after one week, this claim must be filed with the Supervisor who in turn will contact Cattaraugus Co. Worker Compensation Board. A copy of all correspondence will be given to the affected employee.

Equal Opportunity Statement

It is the policy of the Town of Persia to provide equal opportunity in employment without regard to race, religion, color, national origin, disability, veteran status, age, gender, sexual orientation, or physical condition, except where physical condition is a bona fide occupational qualification. Equal employment opportunity is a Town commitment in every aspect of personnel policy and practice in the selection, placement, compensation, training, and advancement of employees.

We are also committed to and have developed an affirmative action plan in operations where considered appropriate.

To effectuate this policy, we strive to conform to all relevant Federal and State non-discrimination laws and regulations, including but not limited to the Civil Rights Act of 1964 as amended, the Rehabilitation Act, and the Vietnam Era Veteran's Readjustment Act of 1974 and the NYS Human Rights Law. The plan applies to all job classifications and titles in the Town of Persia's jurisdiction. It governs all Town of Persia employment policy, practices and actions including but not limited to, recruitment, hiring, discipline, rate of pay, reclassification, relocation, promotion, demotion, discharge and employee benefits.

All managers, supervisors and employees must make consistently diligent efforts to implement this policy on a day-to-day program and employment decisions.

In addition to prohibiting illegal discrimination on the basis of race, color, sex, religion, age, disability, marital status, military status, national origin, or other unlawful conduct, The Town of Persia also prohibits the illegal harassment of its employees or officers in any form. The Town will take all steps necessary to prevent and stop the occurrence of any illegal discrimination or harassment in the workplace.

- **This policy applies to all Town officers and employees and all individuals who serve as contractors to the Town. Depending on the extent of the exercise of control, this policy may be applied to the conduct of those who are not officers or employees or contractors of the Town with respect to illegal discrimination or illegal harassment of Town offices or employees in the workplace.**
- **The Town and this discrimination and harassment policy prohibit conduct that is illegal under State or Federal Law.**
- **Department heads and supervisory personnel are responsible for ensuring a work environment free from unsolicited, unwelcome,**

and intimidating unlawful discrimination or harassment. These individuals must take immediate and, if authorized, appropriate corrective action when allegations of discrimination or harassment come to their attention to assure compliance with this policy. Should a department head or supervisor not be authorized to take corrective action, the matter shall be referred to the individual or body, as the case may be, having the authority to discipline.

- **A person who is found to have committed in act of unlawful discrimination or harassment or other inappropriate behavior will be subject to disciplinary action in accordance with the provisions of a negotiated labor agreement or state law, as may be appropriate. Additionally, retaliation against someone who has complained about prohibited discrimination or harassment is strictly prohibited as retaliation against an individual who cooperates with an investigation of a discrimination or harassment complaint. Any such retaliatory conduct is illegal and will result in disciplinary action against the retaliator if that person is an officer or employee of the Town. Intimidation, coercion, threats, reprisals, or discrimination against any person for complaining about unlawful discrimination or harassment, as described in this policy, is prohibited.**
- **All Town officers and employees will be held responsible and accountable for avoiding, or eliminating the conduct prohibited by this policy. Town employees are encouraged to report violation of this policy to their supervisor or to a member of the employment discrimination/harassment committee. This committee shall consist of two members of the Town Board, to be appointed annually by the Supervisor.**

Americans with Disabilities Act

The Town Board of the Town of Persia confirms that John T. Walgus will act as the Americans with Disabilities Act Coordinator for the Town of Persia: and be it FURTHER RESOLVED that this board approves the following Notice under the Americans with Disabilities Act:

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA) , the Town of Persia will not discriminate against qualified individuals with disabilities based on the disability in its services, programs, or activities.

Employment: The Town of Persia does not discriminate based on the disability in its hiring or employment practices and compiles with all regulations promulgated by the US Equal Employment Opportunity commission under Title 1 of the ADA.

Effective Communication: The Town of Persia will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town of Persia programs, services, and activities, including qualified sign language interpreters, documents in braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The Town of Persia will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the Town of Persia Offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communications, or a activity of the Town of Persia, should contact the Office of the ADA Coordinator, John T. Walgus, at 8 West Main Street, Gowanda, New York 14070, at 716-532-4042, or email at johnwalgus@townofpersia.com as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Persia to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Town of Persia is not accessible to persons with disabilities should be directed to ADA coordinator, John T. Walgus, at 8 West Main Street, Gowanda, New York 14070, at 716-532-4042 or email at johnwalgus@townofpersia.com

The Town of Persia will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving

items from locations that are open to the public but are not accessible to persons who use wheelchairs. And be it

FURTHER RESOLVED, that this Town Board approves the following Grievance Procedure under the Americans with Disabilities Act.

GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination based on related complaints of disability discrimination are covered elsewhere, in policies available from the human resources office of the Town of Persia.

The Complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. No particular format of the complaint is required. Alternative means of filling complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted in writing by the grievant and or his/her designee as soon as possible but no later that 60 calendar days after the alleged violation to:

John T. Walgus
ADA Coordinator
8 West Main Street
Gowanda, NY 14070

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Persia and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the agency head or his designee.

Within 15 calendar days after receipt of the appeal, the agency head or his designee will respond in writing, and, where appropriate in a format accessible to the complainant, with the agency's final resolution of the complaint, or indicating that the matter has been returned to the ADA Coordinator or his designee, appeals to the agency head or his/her designee, and response from these two offices will be retained by the Town of Persia for at least three years.

Town of Persia Board Meeting
Reorganization Meeting
January 8, 2026
8 West Main Street, Gowanda, New York 14070

RESOLUTION # 8 Board of Assessment Review
On a motion of Councilman Girome
Seconded by Councilman Howard
ADOPTED AYES –5 Girome, Howard, Tomaszewski, Dingman, Walgus
NAYS –0
RESOLVED to appoint Jack Broyles and Charles Roe to the Board of Assessment Review.

****Supervisor Walgus closed the Public Hearing at 7:30pm****

RESOLUTION #9 Update the Zoning Ordinances
On a motion of Councilman Girome
Seconded by Councilman Howard
ADOPTED AYES –5 Girome, Howard, Tomaszewski, Dingman, Walgus
NAYS –0
RESOLVED to Increase the building permit fee for new dwellings from .10 cent per square foot to .20 cent per square foot. Have a base fee of $150.00 for new dwelling build. Add $50.00 per sticker for a build with trusses and /or a disconnect sticker.

RESOLUTION #10 Budget transfers
On a motion of Councilman Girome
Seconded by Councilman Tomaszewski
ADOPTED AYES – 5 Girome, Tomaszewski, Howard, Dingman, Walgus
NAYS – 0
ADOPTED to transfer $7.00 from A1990.4 – Special Items – Contingent TO A1320.4 – Independent Account – Payroll Serv., $729.00 from A1990.4 – Special Items – Contingent TO A5132.4 – Garage – Contractual, $ 16.00 from B9030.8 – Employee Benefits – Social Sec. TO B8020.4 – Planning – Contractual Expense, $263.00 from DA5142.1 – Snow Removal – Personal Services TO DA5142.4 – Snow Removal – Contractual, $1,864 from DB5130.1 – Machinery – Personal Services TO DB5130.4 – Machinery – Contractual Expense, $20.00 H5020.2 – Engineering – Equipment TO H1620.2 – Building – Capital.

RESOLUTION #11 Workshop
On a motion of Councilman Howard
Seconded by Councilman Girome
ADOPTED AYES – 5 Howard, Girome, Tomaszewski, Dingman, Walgus
NAYS – 0

Town of Persia Board Meeting
Reorganization Meeting
January 8, 2026
8 West Main Street, Gowanda, New York 14070

ADOPTED to have a workshop on February 12th at 6:30pm to discuss the roof on the town hall.

**** Seth Howard's family came in with birthday brownies for Supervisor Walgus. A Hearty Happy Birthday was sung with best wishes to the birthday boy.**

Hearing no objection, Supervisor Walgus closed the meeting in remembrance of town resident Deborah Chmiel at 7:41 pm.

respectfully submitted,
Denise M. Trumpore
Town Clerk