SPECIAL TOWN BOARD MEETING
TOWN OF DUNKIRK
OCTOBER 1,2026

The Town Board of the Town of Dunkirk held a Special Meeting at 3:00 P.M. on Thursday, October 1, 2026 at the Town Hall, 4737 Willow Road, Town of Dunkirk, New York with Supervisor Miller presiding.

PRESENT:
Supervisor Miller
Councilmember Crane
Councilmember Leone
Councilmember Pagano

ABSENT:
Councilmember Price

OTHER PRESENT: Rebecca Yacklon, Town Clerk, Angela Joy, Chris Penfold

Proof of Publication was read by Town Clerk Yacklon.

Supervisor Miller opened the Special Town Board meeting at 3:00 P.M.

PRESENTATION OF THE 2027 TENTATIVE BUDGET
Town Clerk Yacklon presented the 2027 Tentative Budget to the Town Board.

Tentative Budget
Supervisor Miller explained that the tentative budget had been prepared with input from Councilmember Crane, Town Accountant Laura from Doren Mayhew and Town Clerk. Laura had raised several questions and had not yet returned corrections, so the budget was expected to change before workshops. Discussion identified possible omissions or misclassification of host-agreement revenue, and questions about how those amounts should be reflected relative to PILOT revenue. Shorewood Water figures also require revision because the draft included approximately $30,000 related to CBI meter repayment that the Town does not expect to incur; the amount was said to be off by $4,353. The Board agreed to review the budget line by line during workshop sessions.

HIGHWAY SHARED SERVICE AGREEMENT
Councilmember Leone made a motion to authorize Town Supervisor Miller to enter in agreement with the Town of Arkwright for supervisory and management services for the Town of Dunkirk Highway Department commencing November 7, 2026 and terminating December 31, 2027 and the Town of Dunkirk agrees to pay the Town of Arkwright $25,000 annually to support said agreement and whereas it is the intention of both parties to start the quarterly billing process in 2027. The motion was seconded by Councilmember Pagano and carried unanimously.

WILLIAMS ST. SOLAR SPECIAL USE PERMIT EXTENSION

Councilmember Crane made a motion to grant Solar Liberty Energy Systems, Inc., SL Arkwright their request for a six-month extension on their Special Use Permit that was issued on September 16, 2025 by the Town Board for a solar energy system to be located at 3751 Williams St., Dunkirk. The motion was seconded by Supervisor Miller and carried by a roll call vote.

Roll Call:
Councilmember Crane -- AYE
Councilmember Pagano – AYE
Councilmember Leone – NAY
Supervisor Miller – AYE

JUSTICE COURT RESOLUTION FOR GRANT

The Town Court requested authorization to apply for a Justice Court Assistance Program grant of up to $30,000 for the 2026–2027 cycle. The stated purpose was records retention and digitization. Clerk Angela had completed much of the grant-preparation work, and that Secure Scan representative Chuck Tobin had reviewed approximately 70 boxes of records.
If funded, Secure Scan would scan eligible records, make them accessible to clerks electronically, and destroy scanned material that is beyond its required retention period. Court representatives explained that some physical records, including DWI files, must still be maintained for 30 years. The proposed storage approach depends on approval for use of an OCA State cloud environment; representatives expected a possible decision by the end of October.

RESOLUTION OF THE TOWN BOARD
TOWN OF DUNKIRK

WHEREAS, the Town Board of the Town of Dunkirk has been advised that Justice Christopher Penfold has made an application under JCAP for the State of New York for Record Management of destroying & scanning in of all court records

WHEREAS, Justice Penfold has requested Town Board approval to make the grant application.

BE IT RESOLVED, the board of the Town of Dunkirk authorizes the Dunkirk Town Court to apply for a JCAP grant in the 2026-27 grant cycle up to $30,000.

NOW THEREFORE BE IT RESOLVED, on motion of Councilmember Crane, seconded by Councilmember Leone be it resolved the Town Board of the Town of Dunkirk hereby authorizes Justice Christopher Penfold and Dunkirk Town Court to make application under JCAP for Record Management of destroying & scanning in old records.

SCHEDULE BUDGET WORKSHOPS

Supervisor Miller made a motion to schedule the following 2027 Budget Workshops at the Dunkirk Town Hall, 4737 Willow Road, Dunkirk. The motion was seconded by Councilmember Crane and carried unanimously.

- Tuesday, October 13,2026, 3:00 P.M.
- Monday, October 19,2026, 10:00 A.M.

SCHEDULE PUBLIC HEARINGS

- Councilmember Leone made a motion to schedule the public hearing for the West Town Fire Protection contract on Wednesday, November 4, 2026 at 4:00 p.m. at the Dunkirk Town Hall, 4737 Willow Road, Dunkirk. The motion was seconded by Councilmember Pagano and carried unanimously.
- Councilmember Leone made a motion to schedule the public hearing for the East Town Fire Protection contract on Wednesday, November 4, 2026 at 4:15p.m. at the Dunkirk Town Hall, 4737 Willow Rd, Dunkirk. The motion was seconded by Councilmember Crane and carried unanimously.
- Councilmember Leone made a motion to schedule a public hearing to review the preliminary budget for Wednesday, November 4, 2026 at 4:30 p.m. at the Dunkirk Town Hall, 4737 Willow Road, Dunkirk. The motion was seconded by Councilmember Pagano and carried unanimously.
- Councilmember Leone made a motion to schedule a public hearing for Wednesday, November 4,2026 at 4:45 p.m. at the Dunkirk Town Hall, 4737 Willow Road, Dunkirk for the special water districts budget for 2027. The motion was seconded by Councilmember Crane and carried.
- Councilmember Crane made a motion to schedule a public hearing for Wednesday, November 4,2026 at 5:00 p.m. at the Dunkirk Town Hall, 4737 Willow Road, Dunkirk for the purpose of the Tax Cap override for the 2027 budget. The motion was seconded by Councilmember Leone and carried unanimously.

HAMBURG OVERHEAD DOOR QUOTE

Received two quotes from Hamburg Overhead Door.

- First quote $6,220 to replace garage door number five
- Second quote of $3,512 to repair doors one through three.

The Board did not approve either quoted scope, instead deciding to table the matter and seek additional estimates. Members questioned the need for insulated glass and certain quoted components, including weather stripping and a Lift Master trolley operator.

EAST LAKE ROAD SEWER

Supervisor Miller informed board members that she would like a motion to purchase two sewer grinder pumps from Siewert Equipment for the East Lake Road Sewer District. Supervisor Miller stated the new units will be used while older units are removed and repaired.

Supervisor Miller also noted that she had talked to Steve about building a cage, cabinet, or chains to keep the units upright and secure while they are being stored.

Councilmember Crane made a motion to purchase two new sewer grinders at a cost of $3,665 each for the East Lake Road Sewer District from Siewert Equipment. The motion was seconded by Councilmember Pagano and carried unanimously.

OPEN COMMENTS FROM THE FLOOR

Comments were received from Justice Penfold and clerk Joy regarding the JCAP grant.
Clerk Joy explained the process of scanning in and digitizing court records.

DULY MOVED by Supervisor Miller to exit the Special Town Board Meeting and enter into Executive Session for the purpose of discussing Personnel matters. The motion was seconded by Councilmember Pagano and carried unanimously. Time: 3:45 P.M.

DULY MOVED by Supervisor Miller to close Executive Session and return to the Special Town Board Meeting. The motion was seconded by Councilmember Crane and carried unanimously. Time: 3:50 P.M.

DULY MOVED by Supervisor Miller to adjourn the Special Town Board Meeting at 3:50 P.M., seconded by Councilmember Crane and carried unanimously.

Respectfully Submitted,

Rebecca Yacklon
Town Clerk