BESS WORKSHOP
TOWN OF DUNKIRK
MAY 29, 2026, 3:00 pm

The Town of Dunkirk held a workshop meeting at 3:00 p.m. on Friday, May 29th, 2026, at the Town Hall, 4737 Willow Road, Town of Dunkirk.

PRESENT: Shari Miller, Town Supervisor; Phil Leone, Councilmember; Jean Crane, Councilmember; Scott Pagano, Councilmember; Robert Price, Councilmember, Jennifer Jakubowski, Deputy Clerk

The purpose of the workshop is to update the Road Cut Permit, Pipes Under Driveway Agreement and review Local Law from 2015 Town Right-of-Ways usage.

DISCUSSION:

The formal discussion began with road cut permits and agreements, referencing a 2015 local law regarding town right-of-way usage. Participants noted upcoming road cuts on New Road and possibly a second location. The discussion highlighted the need to coordinate three related documents: the local law, permit agreements, and driveway pipe policies.

Extensive discussion of current driveway culvert policies revealed inconsistencies in implementation. The 2001 policy exempts single and two-family residences from permit fees and bonding but requires written applications. Participants noted that the highway department typically performs installations, questioning whether property owners should handle the work themselves.

Participants drafted revised policy language requiring property owners to pay for pipe and estimated stone prior to installation, with highway superintendent supervision using town equipment. The policy would cover only new installations, making replacements the property owner's responsibility via contractors with highway supervisor direction.

Application requirements were outlined including name, address, pipe specifications, payment for materials, current tax status, and no outstanding code enforcement violations. The need for property surveys to prevent encroachment on neighboring properties was debated.

Contentious discussions about updating fees that hadn't changed in 26.5 years. Proposals ranged from doubling the current $500 road cut permit fee to $1,500, with participants expressing varying opinions on appropriate increases. The $2,000 minimum bond requirement was also questioned.

A brief discussion occurred about a malfunctioning traffic light, with participants reporting different observations about its operation at various times.

The workshop concluded with discussions about employee handbook revisions and upcoming events, including flag disposal procedures and the town's 250th anniversary celebration scheduled for July 1st from 10 AM to noon.

ADJOURNMENT:

Workshop dismissed at 4:30pm.

Respectfully submitted,

Rebecca Yacklon
Town Clerk