TOWN BOARD WORKSHOP
TOWN OF DUNKIRK
JULY 28,2026

The Town of Dunkirk held a workshop meeting at 3:00 p.m. on Tuesday, July 28, 2026, at the East Town Fire Hall, 10949 South Roberts Road, Town of Dunkirk.

PRESENT: Shari Miller, Town Supervisor; Phil Leone, Councilmember; Jean Crane, Councilmember; Scott Pagano, Councilmember; Bob Price, Councilmember, Rebecca Yacklon, Town Clerk

The purpose of the workshop is to make corrections to the existing updated BESS Local Law, update the Employee Handbook.

OVERVIEW
Agenda items covering document revisions, the proposed battery energy storage local law, employee handbook updates, budget planning, and financial reporting.

Supervisor Miller confirmed that revisions requested by Town Attorney Passafaro had been completed, with only minor corrections needed — specifically changing "town council" to "town board." Supervisor Miller indicated the highlighted changes would be forwarded to Attorney Passafaro, for his review following the workshop.

The employee handbook was the next major agenda item. Supervisor Miller reported on attending a seminar on social media and artificial intelligence policies and noted that the current handbook contains no guidelines on either topic. Supervisor Miller forwarded relevant materials and suggested the board consider adding social media and AI guidelines. Discussion among board members was mixed — some felt it was unnecessary given the small number of employees, while others acknowledged the risk of employees posting on behalf of the town or having their statements manipulated through AI. No formal decision was made, but the topic was flagged for potential inclusion.

Town Supervisor Miller stated she wanted the clause removed that holds her "responsible for the performance of all appointed personnel," due to it being inaccurate.

Town Supervisor Miller also noted that after researching other towns, no one pays employees for snow days unless the governor declares a state of emergency; instead, employees are expected to use vacation time, flex time, or make up hours. This policy was confirmed to be added to the handbook.

Health Insurance section of the handbook was up for discussion and will be visited at the next workshop.

After further discussion it was acknowledged that multiple versions of the handbook are circulating, with dates ranging from 1/7/25 to 4/28/25, and agreed they need to obtain the version currently held by all Town employees.

Budget planning discussions covered several areas. The East Lake Road Sewer District was identified as a likely area of increased expense due to aging pipes, pump grinders, and control panel issues, with uncertainty about whether a grant would be secured. Discussion was talked about possibly looking at the Towns O&M for a potential increase.

Deputy Supervisor Crane walked the board through the annual financial report structure, explaining how budget lines are reconciled with bank statements and submitted to the state annually.

The next workshop will be held on Tuesday, August 4,2026 2 3:00 p.m. at the West Town Fire Hall.

ADJOURNMENT:

Workshop dismissed at 5:13pm.

Respectfully submitted,

Rebecca Yacklon
Town Clerk