

**Hinsdale Town Board
and the 2026 Reorganizational
Meeting Minutes**

January 12, 2026

1. Call to order

Supervisor Duchesne called to order the Reorganizational and the regular meeting of the Hinsdale Town Board at 7:00pm on January 12, 2026 at the Town Board Room. The pledge was recited.

2. Roll call : The following persons were present: -Deborah Duchesne- Supervisor, Ronald Brown, Joseph Noll, Gerald Maerten and Dan Adams-Board members, Jeremy Guthrie – Hwy Supt., Ann Carr- Town Clerk, Stephen Clute- Historian

3. Approval of minutes from last meeting: Clerk Carr presented the minutes from the December meeting. The minutes were approved as presented by a motion from Councilman Maerten. Seconded by Councilman Brown. Ayes All.

4. Supervisor Duchesne reviewed **Resolutions 1-20 of 2026** with the Town Board. **Motion** to approve the **Resolutions 1-20** made by Councilman Adams. Seconded by Councilman Noll. Ayes all. They are as Follows:

Town of Hinsdale Reorganizational Meeting

January 12, 2026

Resolutions

1-2026: The “**regular**” town board meetings throughout the year of 2026 will be held at 7:00 p.m. on the second Monday of the month in the boardroom of the town hall in the Town of Hinsdale. **Exception**, when the second Monday is a National Holiday. On such occasions the regular meeting will be held on the second Tuesday of the month.

2-2026: In the event of future pandemics and to ensure the health and safety of our town employees and the public, “**Regular and Special Meetings**” may be conducted remotely by utilizing the ZOOM meeting platform.

3-2026: Designating the following banks and trust companies as the depositories where town officials deposit all monies coming into their hands. Five Star Bank, Community Bank N.A., and Cattaraugus County Bank.

4-2026: Authorizing Deborah K Duchesne, Ronald Brown and Ann Carr to act as signatories for all Town Bank Accounts as per the Five Star Bank Resolution.

5-2026: Authorizing the Town Tax Collector to designate Five Star Bank as the official depository for the collection of the 2026 Town, County and Fire District's property taxes to be held in an interest-bearing account.

6-2026: Authorizing the Tax Collector to establish and utilize credit card payments for the payment of property taxes at no cost to the town.

7-2026: Authorizing the Town Supervisor to invest the Town's monies as they become available, as allowed under the laws of the State of New York and the Town's Investment Policy in the approved depositories.

8-2026: Designating the Olean Times Herald as the Town of Hinsdale's official Newspaper.

9-2026: Establishing the 2026 mileage rate at the Federal rate of \$0.70 (70 Cents) per mile for approved 2026 travel for all town employees.

10-2026: Authorizing an Agreement between the Town Board and Highway Superintendent to expend up to \$495,308.00 (This is the total of DA.5110.4, DA.5120.4 and DA.5112.4) for the repairs and maintenance of the fifty-four (54) miles of road.

11-2026: Authorizing the Highway Superintendent to purchase tools and equipment with costs less than \$300.00 without Town Board approval. All other purchase must follow the Towns procurement policy of 2009.

12-2026: Authorizing the Highway Superintendent to purchase supplies, material and services utilizing the New York State, Cattaraugus County and Sourcewell bids. Whereas, purchases from any other sources must follow the purchasing laws of the State of New York and the Town of Hinsdale purchasing policy.

13-2026: Authorizing the Building and Code Enforcement Official to collect all fees for licenses and permits and to turn over all collected fees to the Town Clerk monthly.

14-2026: Requesting the Town Clerk, Town Justice and Water Collector to meet with the Town Board prior to February 21, 2026, for the purpose of an official review and reconciliation of their financial books and monies they received during 2025.

15-2026: Authorizing that there will not be a late notice fee for tax collection in March for 2026 Town and County Taxes.

16-2026: Authorizing the Town Tax Collector to bill the Rehabilitation Centers, Inc. for the 2026 PILOT payments.

17-2026: Authorizing Deborah K. Duchesne, Town Supervisor and Diane Finch, Bookkeeper to make electronic transfers among bank accounts to pay all bills and payrolls approved by the Town Supervisor and Town Board.

18-2026: The regular work hours of the Highway Dept. will be scheduled as follows:

Summer Hours – Monday thru Friday 7:00am – 3:30pm (April 4 thru Nov. 6)

Winter Hours – Monday thru Friday 6:00am – 2:30pm (Jan 1 thru April 3 and Nov. 7 thru Dec. 31). The Highway Superintendent may request the Town Board to change the established work hours.

19-2026: The Town Supervisor is authorized to amend and transfer funds between accounts for any appropriation accounts that may have been over expended for the 2025 fiscal year.

20-2026: Establishing the annual salaries and compensation for town elected officials and appointed employees as appropriated in the Adopted 2026 budget.

Annual

<u>Position</u>	<u>Compensation</u>	<u>Pay Frequency</u>
Town Supervisor	\$ 9,000.00	Quarterly
Town Councilmen (4)	\$ 2,275.00 (each)	Quarterly
Deputy Town Supervisor	\$ 600.00	Quarterly
Town Justice	\$13,400.00	Quarterly
Town Clerk	\$ 11,025.00	Quarterly
Tax Collector	\$ 3,560.00	Quarterly
Highway Superintendent	\$57,900.00	Bi-Weekly
Budget Officer	\$ 1,650.00	Quarterly
Justice Clerk	\$ 19.20 per hour	Bi-Weekly
Code Enforcement Officer	\$ 9,580.00	Bi-weekly
Town Historian	\$ 925.00	Quarterly
Bookkeeper	\$11,536.00	Bi-weekly
Dog Control Officer	\$ 4,500.00	Bi-weekly
Deputy Town Clerk	\$ 600.00	Annually
Cleaner	\$ 19.20 per hour	Bi-weekly
Water Superintendent	\$ 6,310.00	Bi-weekly
Water Meter Reader	\$ 460.00	Quarterly
Water Collector	\$ 1,900.00	Bi-weekly
Water Meter Repairs	\$ 25.00 per hour	By Voucher
Sidewalk Plowing	\$ 37.00 per run	Bi-weekly
Court Officer	\$ 19.20 per hour	Bi-weekly
Registrar of Vital Statistics	Fees Collected	Quarterly
Assessment Board of Review (3)	\$ 150.00 (each)	By Voucher

5) Supervisor's Report: Received Dec. 2025

- a) December 2025 Budget to Actual report- received
- b) Supervisor Duchesne appointed Jeff Vandecar as Budget officer. **Motion** made by Councilman Adams to accept the appointment. Seconded by Councilman Noll. Ayes all

6) Highway Supt. Report:

- a) The new Hwy Supt. pickup has been received. The other one should be ready by the end of the week.
- b) The Kenworth Dump truck sold for \$34,400. on Auctions International.
- c) Hwy. Supt. Guthrie asked if the Board would be willing to let him use \$5,000. Of the Kenworth sale to purchase some needed items in the shop, since it sold for \$10,000. more than they had budgeted for. The Board tabled this until February meeting.

7. Dog Control Report: None received

8. Town Clerk's Report: Received Dec. 2025

9. Justice Report: Received November Share & December 2025

10. Code Enforcement: Received Dec. 2025

11. Water Dept. Report: Received Dec. 2025

12. Assessors Report: Received Dec. 2025

13. Open Issues:

- a) Inspection of the Clerks, Justice and the Water Departments books will be conducted on February 03 at 4:00pm.
- b) We received a quote from CTM Electric, Inc. to repair the outside lights at the water shed and highway garage for \$1,350. Motion made to approve the work made by Councilman Maerten. Seconded by Councilman Noll. Ayes all.
- c) Notice was received from Charter Communication that they would be increasing some Spectrum rates in February.
- d) The Town has received some new restrictive standards for code enforcement.

- e) FEMA has submitted the Changes in the Flood maps. They have asked for feedback and comments from those that they have not heard from.
- f) Councilman Maerten met with the New York Power Authority to talk about the possibility of the Town using Green Energy in the future for our Electric. He will continue to look into the possibility and report back to the Board.
- g) **Resolution #21 of 2025** to appoint Gerald Maerten as the Association of Towns designee for 2025 made by Councilman Adams. Seconded by Councilman Brown. Ayes all
- h) Historian Clute addressed the Board about changing the Name of the Main St. Park to Crosby Park and re-read a letter to the Board that he had previously read at a Board meeting in 2025. Councilman Brown will do some more research on it and let the Board know what he has found out at a future date.
- i) Historian Clute also asked if it would be possible to replace the bushes in front of the Gazebo at the Main St. Park as the ones there are getting too tall. HWY. Supt. Guthrie said he would look into if it would be possible for to dig them up as there are buried gas and electric lines near there.

14. Public Comment: NONE

15. Motion to pay the bills for Abstract 12A of 2025 and Abstract 1 of 2026 made by Councilman Brown. Seconded by Councilman Adams. Ayes all

Abstract 12A of 2025	General Fund Claims: 245 thru 251- \$1,744.58
	Highway Fund Claims: 195 thru 197- \$6,923.21
	Water Fund Claim: 82 - \$ 26.11

Abstract 1 of 2026	General Fund Claims: 01 thru 20 - \$13,552.36
	Highway Fund Claims: 01 thru 17- \$50,944.22
	Water Fund Claims: 01 thru 5- \$ 1,993.70

16. Adjournment: Motion to adjourn the meeting made by Councilman Maerten. Seconded by Councilman Adam. Ayes all

Supervisor Duchesne adjourned the meeting at 7:57pm.

Minutes submitted by: Ann L Carr

Minutes approved by: