

Hinsdale Town Board

Meeting Minutes

July 13, 2026

I. Call to order:

Supervisor Duchesne called to order the Regular meeting of the Hinsdale Town Board at 7:00pm on July 13, 2026 at the Town Board Room. The Pledge was recited.

II. Roll call:

The following persons were present: Deborah Duchesne – Supervisor- Ronald Brown, Gerald Maerten, Daniel Adams and Joseph Noll- Board members, Ann Carr- Town Clerk, Jeremy Guthrey- Hwy Superintendent, Mike Donnelly-Hwy employee, Jim Conrad, Nate Keim, Marilyn Reynolds and Mark & Shelly Folland- residents

III. Approval of minutes from last meeting:

Clerk Carr presented the minutes from the June 4th, June 8th and June 14 meetings. The minutes were approved by a **motion** from Councilman Brown. Seconded by Councilman Noll. Ayes All.

- IV. a) Motion to approve Resolution # 30 of 2026 Standard Work Day and Reporting Resolution for Elected and Appointed Officials made by Councilman Maerten.**
Seconded by Councilman Adams. Ayes all. Resolution reads as attached.

b) Motion to approve Resolution# 31 of 2026 Resolution adopting A Credit Card Use Policy For Town Employees and Officials made by Councilman Brown.
Seconded by Councilman Noll. Ayes all. Resolution and Policy read as attached.

V. Supervisor's Report:

- a) The Town has received an invitation to the Cattaraugus County Comprehensive Emergency Medical Services kick off meeting on June 21, 2026. Councilman Maerten and Supervisor Duchesne will attend.
- b) NY Association of towns has sent two resolutions that they would like the Towns to participate in. the Board members were given copies and they will be discussed at the next meeting.
- c) Motion made to replace 47 (4" sections) of sidewalk made by Councilman Brown.
Seconded by Councilman Maerten. Ayes all

- d) The

VI. Highway Supt. Report:

- a) The Salt Storage Building is coming along .
- b) Highway Supt. Guthrie asked the Board if it would be possible to set up a designated Fund for repair and Equipment to put the money that isn't spent this year. Because of the Salt Storage Building finances some work has been put on hold until next year.
- c) The Joh

VII. Budget Officer:

- a) Budget to actual for June 2026 has been received
- b) The Town needs to make sure that the salt storage building bills are turned into Catt County water & Soil as soon as possible so that the Town may get the Grant reimbursement in a timely manner.

VIII. Town Clerk's Report: Received June 2026

IX. Justice Report: Received Town's share for May 2025 and Fines for June 2026

X. Dog Control Report: None Received

XI. Code Enforcement Report: Received June 2026.

XII. Water Dept. Report: Received June 2026

XIII. Assessor: Received June 2026.

- a) **The 2026 Roll has been finalized.**

XIV. Open issues

- a) The sound law is being revised and looked into. An Addendum is being added to the Law with the 90-decibel level being added also, no propane canons being discharged within 500 feet from a dwelling.

XV. New business

- a) **Motion** to Front-load a Hwy employees HRA card because of some urgent health costs made by Councilman Maerten. Seconded by Councilman Noll. Ayes all.

XVI. Public Comment:

- a) Nathan Keim a Hinsdale resident and National Grid employee applied for a Service project with National Grid. It is called a Day of Service project and he is the sponsor. They have agreed to put up a barrier on the North side of the Gile hollow park to keep cars from ruining the fields. The town has agreed to purchase the posts and National Grid will supply the Cable and installation. Councilman Brown will look into pricing on the posts. Motion made by Councilman Noll. Seconded by Councilman Maerten. Ayes all
- b) Fay Hollow resident who had previously wanted a tree cut down that was severely trimmed by the Highway dept., said that she thought it was going to be okay and to leave it.

XVII. Motion to approve the bills of the April Abstract made by Councilman Maerten Seconded by Councilman Adams. Ayes all.

General Fund Claims: 138 thru 161 - \$ 16,782.16
Highway Fund Claims: 96 thru 110 - \$ 104,035.45
Water Fund Claim: 38 thru 43 - \$ 957.22

- XVIII. Adjournment: Motion** to adjourn the meeting made by Councilman Maerten. Seconded by Councilman Noll. Ayes all.
Supervisor Duchesne adjourned the meeting at 7:47 pm.
Next Meeting August 10, 2026 at 7:00pm

Minutes submitted by: Ann L Carr

Minutes approved by:

TOWN OF HINSDALE

DATE: July 13, 2026

RESOLUTION NUMBER: 31 YEAR: 2026

MOVED BY: Councilman Adams SECOND BY: Councilman Noll

TITLE: RESOLUTION ADOPTING A CREDIT CARD USE POLICY FOR TOWN
EMPLOYEES AND OFFICIALS

WHEREAS, the Town Board of the Town of Hinsdale recognizes the importance of establishing guidelines, controls, and oversight for the expenditure of Town monies; and

WHEREAS, the Town Board has reviewed the proposed Credit Card Use Policy and finds it to be in the best interest of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Hinsdale hereby adopts the "Town of Hinsdale Credit Card Use Policy for Town Employees and Officials" as set forth, establishing guidelines, controls, and oversight for the authorized use of Town credit cards; and

BE IT FURTHER RESOLVED, that said policy takes effect immediately.

The resolution as stated above is hereby adopted by a majority vote of the Hinsdale Town Board at an official meeting held on July 13, 2026, the ayes and nays take and recorded below:

Aye - Deborah Duchesne, Supervisor

Aye- Daniel Adams, Councilmember

Aye - Joseph Noll, Councilmember

Aye - Ronald Brown, Councilmember

Aye- _Gerald Maerten, Councilmember

CERTIFIED: Ann L Carr

Ann L. Carr, Clerk

Town of Hinsdale

TOWN OF HINSDALE CREDIT CARD USE POLICY FOR TOWN EMPLOYEES AND OFFICIALS

I. PURPOSE AND POLICY OVERVIEW

To provide guidelines, internal controls, and oversight for the authorized use of Town of Machias credit cards by employees and officials, ensuring compliance with procurement and financial policies as well as all applicable laws. Using a Town Credit Card can simplify purchasing and is sometimes required for obtaining specific goods or services. Town Credit Cards may only be opened and used with Town Board approval and must align with the Town's procurement and financial policies. Credit Cards should be used only when purchases cannot be completed through standard vendor invoicing or if immediate payment provides a clear benefit to the Town.

II. PROCEDURES A. Applying and Issuing Town Credit Cards

1. Town Board approval is required to apply for a Town Credit Card or to request a credit limit increase on an existing card.
2. Credit Cards are issued primarily to Department Heads as approved by the Town Board, with each card issued in the name of the designated individual authorized to use the card.
3. Any agreement for a Town Credit Card must comply with Town Law §118 certification requirements.
4. All cardholders shall receive a copy of this policy, acknowledge their understanding, and complete training regarding their specific obligations pursuant to this policy.
5. Card limits are set by the Town Board and adjusted only with prior Board approval following resolution of the Town Board. When evaluating the need for a credit limit increase, the Town Board shall evaluate the need, proposed new limit and expected types of purchases.

B. Credit Card Use

1. All credit card transactions must align with the Town's procurement policy and be necessary and beneficial to the Town. Unauthorized purchases may result in revocation of the credit card.
2. Purchases should be limited to those that cannot be made through standard vendor invoicing or are needed to facilitate timely acquisition of essential goods or services for the Town.

3. For higher-value purchases, cardholders must follow the competitive pricing guidelines in the Town's Procurement Policy, including obtaining multiple quotes or using preapproved vendors whenever feasible.
4. Cardholders must ensure that purchases do not violate Town policies, such as those on alcohol, entertainment, or personal expenses.
5. In emergencies where an immediate purchase is needed to prevent safety risks, property damage, or service disruption, cardholders may use the credit card if the purchase is deemed necessary and beneficial to the Town.
6. Emergency purchases require itemized receipts and supporting documentation demonstrating necessity and benefit to the Town. The Town Board will review the purchase at its next meeting to ensure policy compliance.
7. Cardholders must submit itemized receipts and supporting documentation for each purchase, clearly indicating the purpose and business justification. Purchases should demonstrate a clear benefit to the Town. Cardholders are responsible for assisting the Town Board or its designated reviewer in the reconciliation of monthly credit card statements by matching each transaction with its corresponding receipt and documentation. Any discrepancies shall be reported to the Town Board or designee immediately.
8. The credit card is strictly for Town-related business expenses. All use must follow applicable laws, regulations and NYS Comptroller guidance.

C. Unauthorized Use and Disciplinary Action

1. The following uses are prohibited: personal expenses, cash advances or cash back, purchases exceeding card limits, alcohol or entertainment.
2. Any unauthorized purchase is the responsibility of the cardholder, who may face disciplinary action and be liable for charges.
3. Employees who fail to follow required record-keeping, reporting, or other procedural guidelines may face disciplinary actions, which can include written warnings, suspension of credit card privileges, or termination, depending on the severity of the violation.
4. Employees who use the Town credit card for personal or unauthorized purchases may be subject to disciplinary measures, including repayment of charges, plus any administrative fees charged in connection with the misuse, suspension or revocation of credit card privileges, and suspension or termination of employment. Severe misuse may also lead to criminal prosecution if deemed necessary by the Town Board.
5. Elected officials who hold a Town credit card are expected to adhere to the same policies regarding authorized use, documentation, and procurement as other cardholders. However, as elected officials cannot be disciplined by the Town in the same manner as employees, the Town's primary recourse for non-compliance will be the revocation or suspension of credit card privileges, and action to compel repayment of charges and administrative fees.

6. In cases of misuse or failure to follow policy by an elected official, the Town Board will address the issue through public review. Instances of non-compliance will be documented in Board meeting minutes, and the official may be required to reimburse the Town for any unapproved charges. Severe misuse or a failure to reimburse the Town for any charges or costs to the Town made in violation of this policy may also lead to criminal prosecution.
7. If an elected official fails to adhere to this policy, the Town Board may revoke or suspend their credit card privileges by majority vote, ensuring accountability while respecting the official's elected status.
8. All instances of non-compliance or misuse, including disciplinary actions taken, will be documented by the Town Board to ensure transparency and accountability.

D. Audit and Review

1. All receipts must be itemized and reconciled with credit card statements.
2. Each purchase must include documentation of purpose unless the purpose is readily apparent. Users must be able to provide documentation to clarify the purpose if requested.
2. The Town Board will audit all credit card purchases monthly, confirming compliance with procurement policy.
3. Discrepancies must be resolved immediately by the cardholder.

E. Security

1. Cardholders must report lost or stolen cards immediately; failure to do so may result in disciplinary action.
2. The Town Board or its designee will periodically review card activity.
3. The Town Board will maintain a master list of all issued cards.
4. Cards must be securely stored when not in use.

F. Separation from Employment or Office

Before leaving employment or office, a cardholder must return their Town Credit Card, which will be immediately deactivated.

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge receipt of the Town Credit Card Use Policy, adopted on July 13, 2026. I agree to comply with this policy and understand that any questions should be directed to the Town Supervisor.

Name of Employee/Official (Please Print): _____

Employee/Official Signature: _____

Date: _____

Resolution # 30 of 2024

Received Date

Standard Work Day and
Reporting Resolution for
Elected and Appointed Officials

Employer Location Code

30346

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev. 12/23)

BE IT RESOLVED, that the Town of Hinsdale 130346 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS SLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Ann L. Carr			Town Clerk/Tax Collector	1/1/2020 - 12/31/2030	6	13.72	☐	Quarterly	☐
							☐		☐
							☐		☐
							☐		☐
Appointed Officials:									
							☐		☐
							☐		☐
							☐		☐
							☐		☐

I, Ann L. Carr, secretary/clerk of the governing board of the Town of Hinsdale, of the State of New York, (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 13 day of July, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Hinsdale on this 13 day of July, 2024. (Name of Employer)

Ann L. Carr (Signature of Secretary or Clerk)

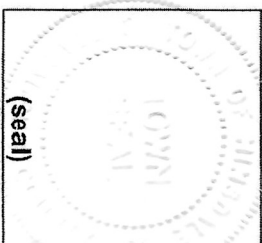
Affidavit of Posting: I, Ann L. Carr, being duly sworn, deposes and says that the posting of the Resolution began on (Name of Secretary or Clerk)

July 14, 2024 and continued for at least 30 days. That the Resolution was available to the public on the: (Date)

☒ Employer's website at: Town of Hinsdale, gov

☐ Official sign board at: _____

☒ Main entrance Secretary or Clerk's office at: 4129 Rt 16, Hinsdale NY 14743 Page 1 of 1 (for additional rows, attach a RS 2417-B form.)



(seal)