

Present: Supervisor, Donald Emhardt, Councilmen, Scott Cummings, Thomas Carlson, Kenneth Burnett and Leroy Parker. Town Clerk, Rebecca Luba, Highway Superintendent, Terry Sanden, Code Enforcement Officers, Frank Watson and Rick Walczak

Supervisor Emhardt opened the organizational meeting at 9:00am. The Board reviewed and discussed the following agenda items as submitted.

ORGANIZATIONAL AGENDA

- 1) Saxton and Kocur as Bookkeeper
- 2) 2026 Salary Schedule for officials/employees

FUND	POSITION	SALARY	HOURS/SPECIFICS
A1220.1	Supervisor	\$13,500.00	Elected
A1010.1	Councilmen (3)	\$6,512.69	Elected
A1010.1	Deputy Supervisor	\$7,283.13	Appointed
A1110.1	Town Justice	\$22,447.50	Elected
A1110.1	Court Clerk	\$31.26	Hourly 27.5 hours
A1220.4	Bookkeeper (Saxton & Kocur)		Hourly part time
A1330.1	Tax collector	\$10,000.00	Appointed
A1355.1	Appraiser Technician	\$28,840.00	Annual part time
A1355.1	Assessor Clerk	\$48,600.00	Appointed
A1355.1	Assessor	\$28,840.00	Appointed
A1355.4	Board of assessment review	\$200.00	Paid on completion of duties
A1410.1	Town Clerk	\$70,555.00	Elected
A1410.1	Deputy Town Clerk	\$51,603.00	Appointed
A1460.1	Records Manager	\$10,000.00	Appointed
A1620.1	Building Custodian/Cleaner	\$20.60 Hr.	Full Time
A1620.1	Building Maintenance (Steve)	\$25.75 Hr.	20 hours a week
A1620.1	Building Maintenance (Don)	\$22.28 Hr.	As needed
A5010.1	Highway Superintendent	\$93,780.00	Elected
A3510.1	Animal Control Officer	\$25.00	Hourly Appointed
A3620.1	Lead Code Officer (Frank)	\$35.02	Hourly Appointed

A3620.1	Code Officer (Rick)	\$28.84	Hourly Appointed
A3620.1	Code Clerk	\$25,307.10	Appointed
B8010.1	Zoning Clerk	\$25,307.10	Appointed
B4020.1	District 654 Registrar	\$824.00	Appointed
B4020.1	Deputy Registrar	\$824.00	Appointed
B7510.1	Historian	\$1,750.00	Paid in December
B8010.4	ZBA Chairman	\$100.00 / Mtg.	Attendance required
B8010.4	ZBA Members and Alternates	\$50.00 / Mtg.	Attendance Required
DA5120.1	MEOs	\$34.02 Hr.	Appointed
DA5120.1	MEO-5 th year	\$32.32	Appointed
DA5120.1	MEO-4 th year	\$30.62	Appointed
DA5120.1	MEO 3 rd year	\$28.92	Appointed
DA5120.1	MEO 2 nd year	\$27.22	Appointed
DA5120.1	MEO new hire	\$25.52	Appointed
DB5110.1	Deputy Superintendent	\$36.75	Appointed
Mileage Rate (federal IRS rate)		.72.5 per mile	Officials and employees

3) Appointments:

Deputy Supervisor	Tom Carlson
Bookkeeper	Saxton & Kocur
Human Resource Director	EBC
ZBA Alternates	1) Jim Hurley 2) Debby Rowe
Town Historian	Devon Taylor
Registrar/Deputy Registrar District 654	Rebecca Luba & Jessica Emhardt
Court Clerk	Leah Olson
Deputy Highway Superintendent	Rob Hetrick
Dog Control Officer	Gloria McCormick
Inspection Officers	Frank Watson & Rick Walczak
*Any other certified inspection officer at the discretion of Frank Watson	
Appraiser Technician	Heather Young-Deyell

Assessor Clerk (Typist II)

Jodie D'Anthony

Records Management officer

Rebecca Luba & Jessica Emhardt

4) Setting of official meeting night

Town Board Meeting second Wednesday of the month at 7pm.

5) Designation of Official Repository

M&T Bank, or other financial institution offering a greater benefit to the Town

6) Designation of official newspaper Jamestown Post Journal via Column

7) Establishment of (3) Petty Cash Funds in the amount of \$250.00 each:

a) Town Clerk b) Court Clerk c) tax collector

8) Authorization for the Town Supervisor (acting on behalf of the Town Board) to authorize employees and officials to attend schools and seminars.

9) Authorization of Supervisor to pre-pay claims for utilities and other contracted expenses thus avoiding late charges. Authorization to pre-pay postage and delivery charges for freight deliveries.

10) Approval of Youth Recreation Program

11) Approval of association dues for 2026

12) Review of:

- a) Security / Custody Agreement
- b) Investment policy
- c) Purchasing Policy
- d) Benefit Package (vacation sick retirement)
- e) Handbook
- f) Workplace Violence / Harassment Policy

(should no changes be deemed necessary, existing agreement shall stand)

13) Review of drug / alcohol testing facility

Lakeshore Testing Facility

(should no changes be deemed necessary, existing facility shall stand)

14) Approval for designation of Attorney (contract services in force)

Attorney Joel Seachrist

15) Mutual Aid program for highway projects and maintenance remains in force

16) Permission for Highway Superintendent to attend highway school in June and fall conference in September

17) Permission for the Town Clerk to attend the annual Clerks Conference in April/May

18) Permission for the tax collector to attend the annual Tax Collector's Conference in June

19) Permission for the code officers to attend annual training in September

20) Permission for elected officials to attend necessary seminars and training

21) Assessing Services Agreement for 2026 with the Town of North Harmony

22) Supervisors' Committee Appointments:

1.

1. Assessment:
Chair – Ken Burnett Member – Leroy Parker
Associates: Anne Golley, Jodie D’Anthony, Heather Young-Deyell
2. Public works and buildings:
Chair – Tom Carlson Member – Don Emhardt
Associates: Terry Sanden, Dan Damcott, Rebecca Eltringham
3. Town Clerk and Justice Court:
Chair – Ken Burnett Member – Scott Cummings
Associates: Rebecca Luba, Leah Olson
4. Human Resources:
Chair – Tom Carlson Member – Don Emhardt
Associates: Rebecca Luba, Terry Sanden, Joe Roll, Nicole Yacklon
5. Water and Sewer:
Chair – Don Emhardt Member – Scott Cummings
6. Code Enforcement:
Chair- Scott Cummings Member- Tom Carlson
Associates: Frank Watson, Rick Walczak, Nicole Yacklon

- 23) Authorize Supervisor to sign budget agreements
- 24) Agreement to spend Highway Funds
- 25) Milage rate per mile (federal Standard Milage rate)

The Board discussed item #3 and whether all the appointments were necessary since of the appointments are already hired as employees. Supervisor Emhardt and the Town Clerk will look into the legalities for next year to see what is still required as an appointment.

Councilman Thomas Carlson brought up the pay increase for Town Justice to clarify this was due to the elimination of the 2nd office for Town Justice as the workload will be increased. Supervisor Emhardt stated he added half the salary of the 2nd Town Justice to the sitting Justice’s salary to cover the additional work that would be required and confirmed the amount with the Court.

Motion: made by Councilman Thomas Carlson to approve organizational items 1 -25 as presented.

Second: Councilman Scott Cummings

Vote: Supervisor Donald Emhardt - Aye
Councilman Thomas Carlson – Aye
Councilman Scott Cummings – Aye
Councilman Kenneth Burnett – Aye
Councilman Alan Akin– Absent

Carried

The Board discussed proposed changes to Code and Zoning fees for 2026 with the code officers. With the current flat fee schedule, larger renovation projects are paying the same as smaller projects even though they require significantly more time and inspections. In addition, there have been problems with some contractors repeatedly working without a permit. By implementing an additional fee for ‘repeat’ offenders, it may help deter this in the future.

Mr. Walczak highlighted the following changes as discussed and recommended by the Code Committee.

- 1.) All residential permits for new build, additions, and alteration fees will be charged \$.18/sq ft with a minimum fee of \$75.00
- 2.) All Commercial permits for new build, additions, and alteration fees will be charged \$.18/sq ft with a minimum fee of \$100.00
- 3.) Penalties for working without a permit will remain the same- however, each subsequent offense within the calendar year will be double the prior fine.

2026 Code and Zoning fees

The Board discussed proposed changes to the Building/Zoning Fee schedule as follows

Building Permit

Residential New – New, Additions, Alterations(Valid 1 Yr.)	\$0 .18 sq. ft. (Min. \$75.00)
Commercial - New, Additions, Alterations(Valid 1 Yr.)	\$0 .35 sq. ft. (Min. \$100.00)
Renewals/Extensions	\$50.00 Flat Fee
Utility Permit - Electrical, HVAC, Plumbing, Solid Fuel	\$50.00 Flat Fee
Demolition Permit	\$50.00 Flat Fee
Other Permits-	\$75.00 Flat Fee
Repair/Retrofit, Sheds/Roofs/Decks/Porches	
Pools/ Signs/Fences	

Home Occupation Permit: One Time Fee	\$75.00 Flat Fee
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Penalties (Working without a permit)

<u>Owner</u>	Increase from \$100.00 to	\$250.00 Fine*
<u>Contractor</u>		\$500.00 Fine**

***In addition to applicable building permit fees. Application must be received within 10 days.**

**** Every subsequent offense for working without a permit will be double the prior fine(within calendar year)**

Zoning Fees:

Request for <i>Variance, Special Use</i>	\$100.00 Flat Fee
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Request for Certificate of Occupancy	\$100.00 Flat Fee
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Large Scale Solar/Wind :

A. Application Fee-	\$5,000.00
B. Special Use Permit Fee-	\$500.00 per mw of rated max. capacity
C. Building Permit-	\$5,000.00**
D. Electrical Permit-	\$100.00
E. Fence Permit-	\$100.00

Communication Towers:

A. Application Fee-	\$1,000.00
B. Special Use Permit Fee-	\$1,000.00 per 100 ft or fraction of
C. Building Permit-	\$500.00**
D. Electrical Permit-	\$100.00
E. Fence Permit-	\$100.00

**** Additional fees may apply. Please refer to Town Code Section 143-53.1W (1,2)**

Motion: made by Councilman Thomas Carlson to accept the fees with changes as presented.

Second: Councilman Kenneth Burnett

Vote: Supervisor Donald Emhardt - Aye
Councilman Thomas Carlson – Aye
Councilman Scott Cummings – Aye
Councilman Kenneth Burnett – Aye
Councilman Leroy Parker– Aye

Carried

Water and Sewer – 2026 Rates

The Board reviewed the current fee schedule for water and sewer noting there were no increases made by the North Chautauqua Lake Sewer District for the treatment and maintenance of Sewer District 1 nor by Chautauqua Utility District for water service to Water District 3 and 4. Current fees are as follows:

Water

METER CHARGES: Billed annually on April 1st meter charges shall be as follows:

¾“ to 1” meter	\$220.00
1 ½“ meter	\$426.00
2” meter	\$642.00

USAGE CHARGES: Usage charge will be \$1.00 per 100 gallons

SERVICE CHARGES:

Meter:	\$50.00 for removal \$50.00 re-installation
Meter Repairs:	Cost of parts PLUS \$25.00 Service fee
Replacement of Damaged Meter:	Cost of new meter PLUS 10%
Curb Valve Shut-Off:	\$50.00

RE-CONNECTION FEE: \$25.00

Sewer

QUARTERLY FEE: \$135.000

Motion: made by Councilman Scott Cummings to set the water and sewer rates for 2026 with no increase.

Second: Councilman Kenneth Burnett

Vote: Supervisor Donald Emhardt - Aye
Councilman Thomas Carlson – Aye
Councilman Scott Cummings – Aye
Councilman Kenneth Burnett – Aye
Councilman Leroy Parker– Aye

Carried

Non-Agenda Items:

Community Municipal Building

The Supervisor reported that mold was discovered in C wing after the ceilings were taken down due to a water leak. John Neil, from Empire Development, obtained a report confirming the presence of mold which will require remediation. A preliminary estimate of \$8,000-\$10,000 was given to complete one side. If both sides are done, cost would be closer to \$15,000. Empire Development will remove all ceilings in the affected wing to prepare for the remediation, which will take approximately three days. The probation department has been relocated to a room next to the gym to avoid the affected area

Councilman Cummings inquired about the status of the installation of the new heating units on the roof. Supervisor Emhardt reported that one of the units were crushed during delivery and had to be reordered. It is now here and ready for installation but delayed due to snow. In addition to the new units, it was found that none of the five units on the old gym roof are functioning, so a large electric heater had been installed to keep the temperature above 50 degrees to prevent sprinkler heads from freezing. This past week, unit over the Town offices was experiencing problems with the differential pressure switch. Repairs are scheduled for Monday.

Zoning Code Updates

The board discussed the need to update their zoning code and their approach to accomplish this. They debated whether to create a committee, issue an RFP (Request for Proposal), or directly engage consultants under professional services.

Rick Walczak noted the need to incorporate regulations for battery energy storage systems and data centers, which aren't currently covered, as well as addressing conflicts between zoning variances and public utility variances. The board further discussed obtaining a quote from Wendell who worked on the Town's solar and wind regulations as well as a few other consultants familiar with the local area.

Town Projects

Supervisor Emhardt reported that the County was awarded \$17,963,000 in grant funding to install public sewer from Chautauqua Lake Estates to Midway. In addition, the Town was awarded \$5,000,000 to extend the water line from the Water District 2 to the Mayville Village line. An additional \$5,000,000 grant was being offered to extend the public water up the west side of the lake but would likely not be used due to cost concerns.

Motion: made by Councilman Thomas Carlson to adjourn the organizational meeting at 9:47 AM.

Second: Councilman Scott Cummings

Vote: Supervisor Donald Emhardt – Aye
Councilman Thomas Carlson – Aye
Councilman Kenneth Burnett – Aye
Councilman Scott Cummings – Aye
Councilman Leroy Parker – Aye

Carried

Rebecca Luba, RMC
Town Clerk